Hyperion Enterprise®

Release 5.5

Administrator's Guide

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Setting Up Your System

About Setting Up Your System

System setup involves preparing your network and workstations for the installation of Hyperion Enterprise and designing your applications. You need a general understanding of these areas:

- System requirements

- Building a test environment for testing converted applications

- Specialized backup procedures for your financial data

- Application design considerations that affect your system performance and maintenance

For additional information, refer to your *Hyperion Enterprise Installation Guide*.

This chapter also provides general information about installing Hyperion Enterprise to meet your needs:

- The Hyperion Enterprise Developer's Toolkit

- Migrating from Micro Control

- Installation guidelines

For more information about specific design and implementation decisions, contact your Hyperion support representative. For information about other Hyperion products that work with Hyperion Enterprise, see the *Hyperion Enterprise Getting Started*.

Test Environment

You can use a test environment to work with applications and software upgrades without impacting your production systems and data. If you plan to build an application that is stored on an SQL database server, you can set up a separate test database on an SQL server. If you are storing your application on a file server, you can set up a test environment by creating an extra set of directories for your Hyperion Enterprise programs, applications, and data.

The following figure shows how you can separate the test environment directories from your production directories in a file-server environment.

```
Y:\
      ┌──────────────────────┐
    ──┤ Hypent               │
      └──────────────────────┘
          \Program Files
      ┌──────────────────────┐
    ──┤ Apps                 │
      └──────────────────────┘
          \Taxes
          \Budget
          \Forecast
          \Corpcons
      ┌──────────────────────┐
    ──┤ Programs             │
      └──────────────────────┘
          \Program Files
      ┌──────────────────────┐
    ──┤ Test                 │
      └──────────────────────┘
          \Applic1
          \Applic2
```
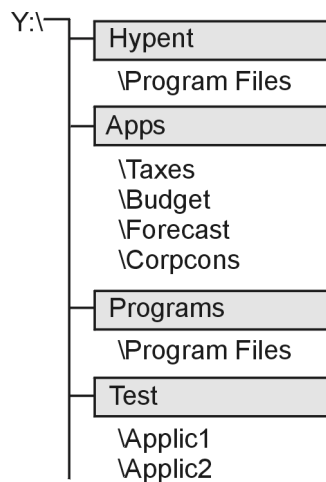
Figure 1: Production and Test Directories

In the previous figure, the HYPENT directory contains the production programs, and the APPS directory contains the production applications. The PROGRAMS directory contains a set of test programs or a duplicate set of production programs. The TEST directory contains two subdirectories, APPLIC1 and APPLIC2, which contain test applications.

It is easier to manage your system and upgrade your programs when you store program files and application files in separate directories. To keep your test environment at a manageable size, you can use a representative subset of your database rather than a full copy. Copy your production applications to test directories and install the software programs in a test program directory.

To create an environment for testing applications settings and options, you can create two applications that are identical except for the setting or option you want to test. For example, you might want to test how the Ownership by Period and Category application setting impacts your workstation, network performance, and storage space. In your test environment, you create two identical applications in subdirectories of the Test directory. For one of the applications, you select the Ownership by Period and Category option. You can then work with the same data in both applications to see how the option affects the performance of your application.

Note: Verify that your test results are not altered by network traffic or by running multiple programs simultaneously.

When you are loading an Enterprise application's structure and data to another application for testing purposes, make sure that you load the application security before you load the application load file, data, methods, and reports.

After you have verified that the test application or a software upgrade is running satisfactorily, it is important to migrate the following changes to the production system in these stages, in this order:

- Run the test system in parallel with your current system.

- Back up your current system, including programs, applications, and data.

- Implement the changes in your production system and run the new application or software version.

The size and complexity of your applications generally determine the scope of your testing. You can also keep a record of performance benchmarks to determine how a variety of hardware and software options and settings affect system performance.

Network design and setup can affect performance. Your Hyperion support representative can help you with any network performance issues.

Application Backups

Always back up your applications and data before and after you perform significant work on your applications. You should back up an application when you perform the following operations:

- Install software upgrades

- Implement new applications

- Run rollovers

- Conduct closings

- Enter a large amount of data

Develop a process for performing backups that is separate from network and corporate backup procedures. Network and corporate backup procedures might not consider your closing cycles and other aspects of your financial data.

You should schedule backups based on how much and how often your data changes. You should be able to go back to any definitive point to evaluate your data. For example, if you conduct month-end closings, you should be able to access your month-end closing data from previous months or years. You can consult your Hyperion support representative to develop effective backup procedures.

Application Design Considerations

Before you create an application in Hyperion Enterprise, you must decide on the application settings and security design for that application.

Permanent Application Settings

The application structure is determined by the selections you make in the Setup Options of the New Application dialog box and can never be changed. If you need to change the permanent settings, you must extract the application and load it into a new application defined with the appropriate settings.

When you create an application, you decide on several permanent application settings, such as whether the application stores consolidation detail or whether its organization structure can change over time. The decisions that you make in the Setup Options of the New Application dialog box can significantly affect your system performance and disk storage requirements.

After some permanent application settings are put into use, they can affect system performance because of the additional disk storage and processing the feature requires. For example, storing translation detail stores more data. You should evaluate each feature and activate only those features that meet your application's

current and future requirements. For information about specific design decisions and the particular requirements of your workstations, servers, or networks, contact your Hyperion support representative.

The settings that require more storage and processing are optional, but once you set them for an application, they can be changed only by extracting the application, creating a new application with the changed settings, loading the application, and then reconsolidating. These settings allow you to tailor your applications to meet a variety of requirements, including the requirements for legal and management reporting.

Security

Before you define your first application, you must define how you want to implement system security. To make it easier to implement and maintain your security, you should set up user groups and security classes for your application elements before you begin building your application. You can expand your security by adding users, user groups, application elements, and additional security classes without locking out users.

Because the security is assigned to application elements when they are created, it might be difficult to change security throughout the system after the application elements have been created. If you do need to make substantive changes to security after application elements have been defined, you might want to extract security, edit it in a text editor, and reload it.

Disk Storage

This topic contains general information on disk storage. For specific disk storage requirements, see the installation instructions delivered with your CD or diskettes.

When you set up a file-based application, Hyperion Enterprise creates a single data file for each category in the category subdirectory of the DATA directory. This file includes all the application data for the category. The size of this file is limited only by the free space on the disk.

When you work in an application, the system reads the indices of the current category's data file. The system uses these indices to access the data in the file. The 32-bit capability of Hyperion Enterprise increases the ability of the system to quickly store and retrieve large amounts of data. To access the data faster, you can

add random access memory (RAM) to improve system performance. Add memory in increments to test the performance of the system with different memory configurations.

The single data file design enables Hyperion Enterprise to take advantage of the memory paging and disk swap files that the operating system sets up and manages. To increase access across a network, you might need to modify the blocking scheme or packet size on your network. For more information, contact your Hyperion support representative.

The amount of disk storage required by your application and data files depends on their size and complexity. Your Hyperion support representative can help you determine your disk storage requirements using this information:

● The application settings you need

● The number of entities in your application

● The number of accounts in your application

● The percentage of accounts with data in your application

● The complexity of the formulas your application requires

For more information on setting up applications, see About Creating Applications on page 25. For more information on estimating the size of an application database in a client-server environment, see the *Hyperion Enterprise SQL Technical Reference Guide*.

Developer's Toolkit

You can use the Hyperion Enterprise Developer's Toolkit to develop programs that interact with Hyperion Enterprise and to customize your existing Hyperion Enterprise applications. The Developer's Toolkit provides high-level access to the Hyperion Enterprise application programming interface (API), which provides access to application elements, account balances, ownership data, and journal detail.

Creating Applications

About Creating Applications

An application is a set of organizations, accounts, data categories, and other elements that you use together. You can create as many applications as you need. For example, you might want to set up one application to report on tax data for several organizations and another application to report on Security and Exchange Commission data for other organizations.

You create an application in three basic steps:

- Create an application shell, which specifies where to store application information and how the application should be configured. You must first define the application ID and description and specify the database server or path for an application's system files, data, and reports. You define several other options that cannot be changed after the system creates the application, such as whether to store consolidation detail or to number journals automatically.

- Define security, the chart of accounts, entities and organizations, methods, and other application elements.

- Set default currency translation, consolidation, and locking account options for the application.

Application Options

When you create an application, you must specify an application ID, driver, and other setup options. The system uses these options to build the tables that form the application structure. Some of these options affect the amount of disk space the

application requires, such as whether to reserve space for consolidation detail. Other options affect how the entire application works, such as whether the system numbers journals automatically.

Note: After you close the New Application dialog box, you cannot change these options.

You need to specify the following options when you create an application:

- Driver
- Application Calendar
- Error Log Options
- Ownership by Period and Category
- Periodic Consolidation
- Input Shares
- Consolidation Detail
- Use Statutory Consolidation Engine (SCE)
- Share Subaccount Signatures
- Use Child Rate Accounts
- Impact Future Categories
- Number Journals Automatically
- Application Load Optimization

The following figure shows the New Application dialog box.

Figure 2: New Application Dialog Box

Driver Option

The driver specifies whether you store your application as a file-based system on a file server or a stand-alone machine, or as an SQL database system on a database server. The driver you select determines the driver setup options you must specify in the Driver Setup dialog box.

Application Calendar Option

The application calendar specifies the periods, or units of time, for which the application stores financial data. The system includes 13 calendar system files that define the periods in an application. The calendar file defines the number of days, weeks, months, quarters, trimesters, and half-years within a year. In the standard calendar system file, a year has 260 workdays, 52 weeks, 12 months, 4 quarters, 3 trimesters, and 2 half-years.

The standard system file also defines the start month for the fiscal year. The standard start month for a category with a monthly frequency is January. If you want an application to have 13 monthly periods in a year instead of the standard 12, you can select the LOAD13M.PER file. For information on calendar system file formats, see Calendar File Format on page 450.

The following table lists the available calendar files. If the calendar file you need is not provided, contact your Hyperion support representative

Table 1: Calendar Files

The File...	Creates an application with...
LOAD.PER	January as the start of the fiscal year.
LOADJAN.PER	January as the start of the fiscal year.
LOADFEB.PER	February as the start of the fiscal year.
LOADMAR.PER	March as the start of the fiscal year.
LOADAPR.PER	April as the start of the fiscal year.
LOADMAY.PER	May as the start of the fiscal year.
LOADJUN.PER	June as the start of the fiscal year.
LOADJUL.PER	July as the start of the fiscal year.
LOADAUG.PER	August as the start of the fiscal year.
LOADSEP.PER	September as the start of the fiscal year.
LOADOCT.PER	October as the start of the fiscal year.
LOADNOV.PER	November as the start of the fiscal year.
LOADDEC.PER	December as the start of the fiscal year.
LOAD13M.PER	13 monthly periods in a fiscal year that starts with January.

When you define a category, you specify its frequency, which determines how many periods are in a year for that category. For example, if you set up a category with a weekly frequency, you can collect data in 52 periods per year. For information on defining categories, see Define Categories on page 145.

Conversion Extract File

You can use the Conversion Extract File to convert a Hyperion Enterprise 4.6 application to Hyperion Enterprise 5.0. This file contains all of the information from your Hyperion Enterprise 4.6 application. If you use this option, the system completes the application setup based on the information in this file. For more information, see the *Hyperion Enterprise Installation Instructions*.

Error Log Options

You can use the Error Log Options to specify how you want to save the error log. You can specify whether you want the system to append the current session's error log to the last session's error log, or to erase the error log each time you exit Hyperion Enterprise.

Ownership by Period and Category Option

You can use the Ownership by Period and Category option if you need to adjust and track changes in ownership over time. This option allows you to reorganize an organization for current and future periods while preserving the historical organization for previously reported periods.

If you use this option, you must create the organization structure for each period and category combination; however, you can copy an existing organization structure to a different category or period. For more information about varying ownership by period and category, see Dynamic Organizations on page 204 and Copy and Paste Organization Structures on page 218.

Note: If you use this option, consolidation and calculating formulas might require more time when multiple periods are selected.

Periodic Consolidation Option

You can specify to consolidate data as periodic instead of category-to-date. Consolidation methods, translation methods, and consolidation are based on whether you select this setting. Chart methods are based on the data view for the category.

Input Shares Option

You can use the Input Shares As option to specify how you want to enter the direct ownership between entities in the application. You can enter the shares by units or percentages. You select Units to enter the number of entity shares owned and outstanding. You select Percentages to enter the percentage the entity owns. For more information, see Entity Setup on page 189.

Note: This option is available only if the Ownership by Period and Category option is selected.

Consolidation Detail Option

You can store the values that result from the consolidation of data from a dependent entity to a parent entity as consolidation detail. Storing consolidation detail provides a separate detailed audit of each dependent. This audit trail can be used for various reporting requirements, including statutory reporting requirements.

The following figure shows a report of the stored values for consolidation detail.

	France	Italy	Germany	HQ
Local	100	100	100	
Translated	50	40	30	120
Proportion	20	15	10	45
Elimination	-5	-10	-8	-23
Parent Adj.	2	-4	-3	-5
Contribution	17	1	-1	17

Figure 3: Consolidation Detail Report

In the previous figure, the three dependent entities, France, Italy, and Germany, report to the HQ parent. The local amounts are the values in the local currency for each dependent entity. The other amounts are the values stored as consolidation detail for each dependent and parent entity relationship.

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Note: The system does not store the values in the HQ column. You can view these numbers only if they are included in a report.

The following figure shows how the stored values for consolidation detail are derived.
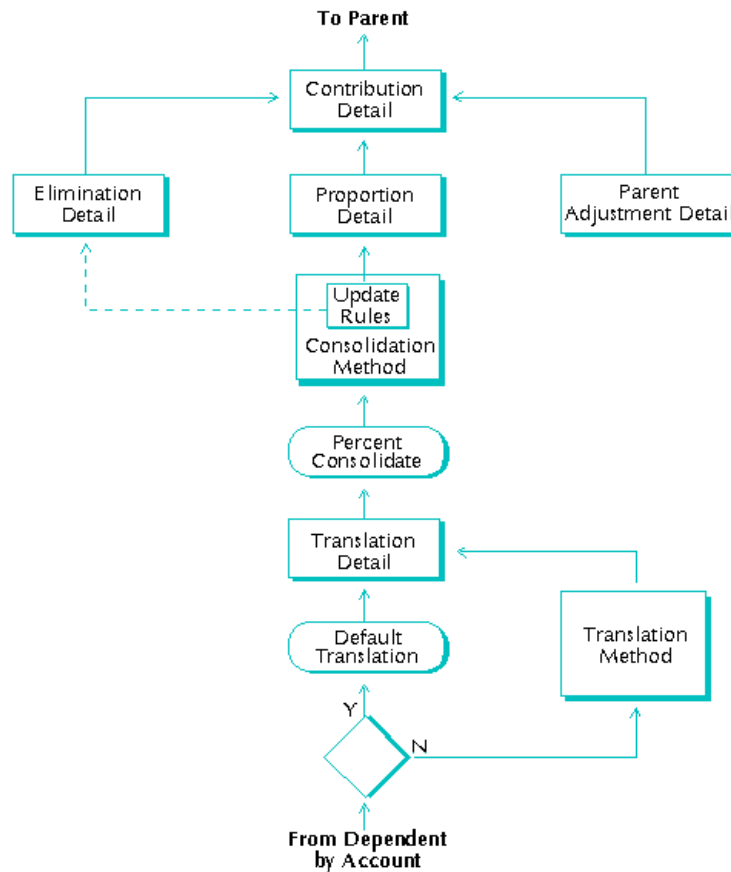
Figure 4: Consolidation Detail Data Flow

In the previous figure, the data in the local currency of the dependent entity is translated to the currency of the parent at the local currency exchange rate. You can override the default translation by defining special translation methods. As a child entity's values roll up into its parent during consolidation, the system can store the following:

- The result of the default translation or of special translation methods as the translation detail. The value stored as translation detail is multiplied by the consolidation percentage as it rolls up to the parent. The consolidation percentage can be based on the rates of ownership and control between the parent and its dependent. These values are stored in the currency of the parent entity. For more information about translation methods, see Method Setup on page 272.

- The results of update rule transactions in consolidation methods as proportion detail and elimination detail. You use update rules to distribute values to the proportion, elimination, or partner's elimination detail. For more information, see Update Rules on page 279.

- The result of journal entries made to a parent and child entity pair as Parent Adjustment detail.

- The sum of the proportion, elimination, and parent adjustment detail as the contribution value. For the system to store the contribution value, one or more of these detail components must be stored.

You set up which consolidation detail elements the application stores when you create the application. You can view the consolidation detail values in the Database or Data Entry window. For information on setting up consolidation, see Set Up Consolidation on page 50. For information on viewing contribution values, see your *Hyperion Enterprise User's Guide.*

Translation Detail Option

When you use the Translation Detail option, the system stores a translated equivalent for each entity that reports to a parent with a different currency. Translation detail is the result of applying the translation method.

Note: If you change the translation operator for a parent entity's currency, the child entities of that parent entity do not show as being impacted.

The value displayed in the Database window is the value of the child translated to the currency of the parent. The system stores this detail only for entities with a currency that differs from their parent's. Suppose the application currency is U.S.

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dollars. If the child currency is French francs and the parent currency is French francs, the system rolls the translation detail up to the parent instead of storing it. However, if the child currency is French francs and the parent currency is deutschemarks, the system makes two translations. The system first translates the child value into its dollar equivalent. This value is not stored. The system then translates the child value from the application currency to the parent currency, deutschemarks. This value is stored.

Note: When the system encounters a rate stored in a group other than the Global account group, the system uses the rate value from the parent and the rate value from the child and then performs the calculation.

If you do not store translation detail, you can set up translated parent entities to capture this detail. To do this, you must define a translated parent entity for each dependent that reports to a parent with a different currency.

Proportion and Elimination Detail Option

You can use the Proportion and Elimination Detail option to store and report on proportion and elimination detail for entities during the consolidation process. Proportion detail includes post-translated values after the system executes consolidation methods and applies the percent consolidation for each dependent. Elimination detail includes all intercompany eliminations that the system has processed for each dependent. If you store proportion and elimination detail, you can select the particular categories and parent entities for which you want to store this detail.

Allow Parent Adjustments Option

You can use the Allow Parent Adjustments option to specify whether you want to allow adjustments to parent company data through journals by dependent. When you adjust parent company data, you must specify the entity and its parent. This entity-to-parent relationship is called a node. When you select this option for the application, the Allow Parent Adjustments in the Advanced Options dialog box in the Organizations window is enabled. You select this option for individual nodes when you define entities in an organization.

For information on specifying whether to allow parent adjustments for a particular entity, see Set Entity Defaults on page 196 and Define Entities on page 198. For information on adjusting parent company data, see the *Hyperion Enterprise User's Guide*.

The system stores parent adjustment balances as part of the consolidation detail for each node. Selecting this option might not affect performance; however, if you adjust parent data frequently, consolidation and calculating formulas might require more time.

Note: Storing and processing contribution detail impacts system performance. You should ensure that your system has the capacity to store and process consolidation detail.

Use Statutory Consolidation Engine (SCE)

You can use the Statutory Consolidation Engine (SCE) option if you need to improve consolidation performance and functionality when the application has a sparse data population and one or more of the following conditions apply:

● The size of the chart of accounts is inflated by extensive use of intercompany details

● Conditional rules must be defined for intercompany transactions

● Complex consolidation methods must be defined to calculate items, such as goodwill or minority interests and consolidation reserves

● To generate a detailed audit trail of the consolidation process

The Statutory Consolidation Engine overrides the Hyperion Enterprise process of writing into the translation, proportional, and elimination data tables of consolidated entities. SCE enhances the performance level of the Hyperion Enterprise translation and consolidation process in two ways:

● SCE calculated formulas by source account rather than by destination account

● SCE performs impacted consolidations by dependent rather than by parent

For more information on the Statutory Consolidation Engine, see the *Hyperion Enterprise Statutory Consolidation Engine Guide*.

Share Subaccount Signatures Option

You can specify whether you want the system to use the same internal identifier, or signature, when a new subaccount ID matches an existing subaccount. If you use the Share Subaccount Signatures option, all subaccounts in the application with the same ID use the same internal identifier. If you do not use this option, each subaccount you create in the application has a unique internal identifier, regardless

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of whether a subaccount ID that already exists matches the ID of the new subaccount. For more information, see .

Use Child Rate Accounts Option

The Use Child Rate Accounts option allows you to load non-global exchange rates for the dependent entities and the parent entities into rate accounts at the dependent level. If you select this option, the system retrieves both the parent's exchange rate and the dependent's exchange rate from the dependent entity during currency translation.

The following figure represents the translation process with the Use Child Rate Accounts option deselected. In this case, the parent's exchange rate NONGLOBALRATE.USD is retrieved from the parent entity while the dependents' exchange rates are retrieved from the dependent entities.
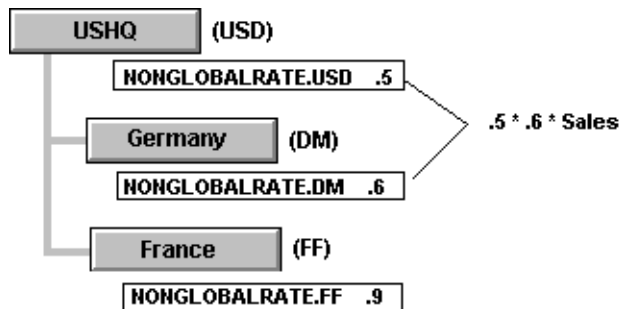
Figure 5: Translation Without Using Child Rate Accounts Option

If you select the Use Child Rate Accounts option, the system retrieves both the parent and child rates from the child's nonglobal account. The following figure shows translation with the Use Child Rate Accounts option selected.
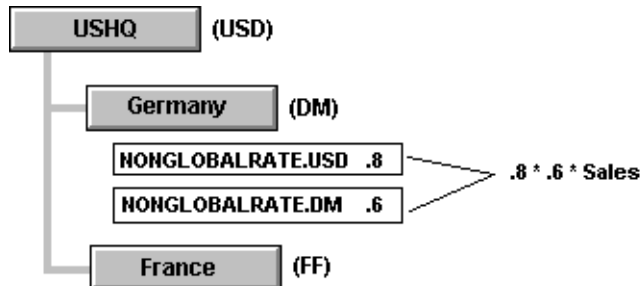
Figure 6: Translation Using Child Rate Accounts Option

Impact Future Categories Option

You can use the Impact Future Categories option to specify that changes to a prior linked category in the current category should impact periods in the current category. You might create formulas in methods that refer to and have dependencies on values in prior categories. As values change in prior categories, this option controls whether to impact values in future categories. For more information, see Define Categories on page 145.

Number Journals Automatically Option

You can specify whether you want the system to number journals in sequence automatically. You use the Number Journals Automatically option to provide a sequence of journal entries that can be audited. If you do not use this option, the journal ID is the only identifier for the journals in the application. For more information, see Categories on page 134.

Application Load Optimization Option

You can specify how many accounts, entities, categories, and reports you plan to use in an application. This information allows the system to optimize the first loading of application elements from an ASCII text file. After you first load the application from a text file, this option has no effect.

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Define Applications

You define an application by specifying an ID, a description, and the application storage location. You also specify several other options the system needs before it can build the table structures that the application requires. These options include whether the application tracks changes to your organization structure over time and whether you need to store consolidation detail. Your reporting requirements determine the applications you need to define.

You can create an application on a file server, a stand-alone personal computer, or a database server. When you create an application on a file server or a stand-alone machine, the system creates subdirectories based on the paths you specify. After you specify the application path, you can specify @APP to represent the application path in all other path edit boxes. If you do this, the system creates a subdirectory below the application directory for each path.

For example, if you specify C:\HYPENT\TAX as your application directory and @APP\REPORT as the path for reporting, the system creates a subdirectory called C:\HYPENT\TAX\REPORT, as shown in the following figure.
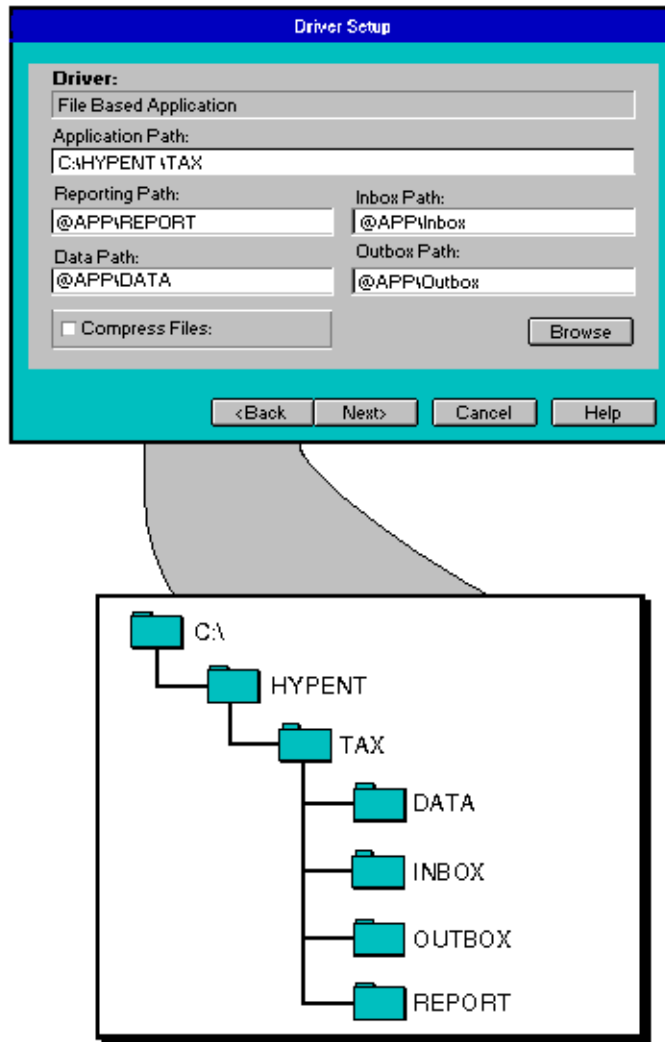
Figure 7: TAX Application Directory Structure

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The system stores information about each application you create in the HYPENT.INI file and the *Application*.INI file, where *Application* is the first six letters of the application ID, a tilde (~), and a number that ensures the file name is unique. For example, if the application ID is Worldwide, its .INI file might be named WORLDW~1.INI. When you edit an application or change your user defaults, the system updates the HYPENT.INI and Application.INI files.

Note: If you are using an operating system that supports long file names, the *Application*.INI file contains the full application ID.

When you edit an application's data, reporting, inbox, or outbox path, the system records the changes in the *Application*.INI file, creates directories and subdirectories based on your specifications, and stores data in the new directories. The system does not delete or move any previously stored data. You must move existing files from the old data paths to the new paths by using Windows File Manager or another file management tool. If you edit an application, you cannot change the application ID or the application path.

After you create an application, you perform the following tasks to define the application elements in this order:

● Define the security classes, users, and groups the application requires.

● Define codes for entities, accounts, journals, and methods.

● Define categories and rollovers.

● Define currencies.

● Define the chart of accounts and create the translation rate accounts in the Global account group.

● Define the application currency and default currency translation rate accounts and methods.

● Define the entities and organizations.

● Define the chart, translation, and consolidation methods.

For more information on...	See the...
Defining the security classes, users, and groups the application requires,	Security Desktop on page 79.
Defining codes for entities, accounts, journals, and methods,	Define Codes on page 164.
Defining categories and rollovers,	Define Categories on page 145 and Define Rollover Sets on page 151.
Defining currencies,	Define Currencies on page 168.
Defining the chart of accounts and creating the translation rate accounts in the Global account group,	About Defining Accounts on page 223.
Defining the application currency and default currency translation rate accounts and methods,	Set Up Currency Translation Defaults on page 45.
Define the entities and organizations.	Dynamic Organizations on page 204 and Entity Setup on page 189.
Define the chart, translation, and consolidation methods.	Method Setup on page 272.

➤ To define an application:

1. Do one of the following:

    ● To create an application from the Desktop, select **File > New Application**.

    ● To edit an application, open the application you want to edit. Then select **File > Application Attributes** from the Application window.

2. Specify the ID, description, driver, and calendar, then select **Next**.

3. Specify the information that the system needs to build your application on a file server or database server, then select **Next**.

4. Specify application options, then select **Next**.

5. Do one of the following:

- If you plan to load a large application from an ASCII text file, specify the number of accounts, entities, categories, and reports that the application load file contains, then select **Finish**.

- If you are building the application from a small text file or you are not building the application using text files, select **Finish**.

HYPENT.INI File

The HYPENT.INI file is installed with the system and must be located in the directory that contains the Windows files for each workstation. All Hyperion Enterprise applications that you access use this file. Each workstation that accesses Hyperion Enterprise has its own HYPENT.INI file.

The HYPENT.INI file consists of a default section, which contains instructions that apply to all applications, and a section for each application. When you create an application, the system adds a section for that application to the HYPENT.INI file. If you edit an application or change the user defaults for an application, the system changes the HYPENT.INI file to reflect the changes you made. If you remove an application, the section for that application is removed from the HYPENT.INI file. For more information on the HYPENT.INI file, see the Sample HYPENT.INI File on page 446.

Note: You should not edit the HYPENT.INI file directly. The system updates this file when you make changes.

The HYPENT.INI file stores this information about each application you define:

- Application path, ID, and description. For more information, see Define Applications on page 37.

- Point of view for organization, entity, category, period, account, and schedule. For more information, see the *Hyperion Enterprise Getting Started.*

- User preference information, such as color selections and user path. For more information, see the *Hyperion Enterprise Getting Started.*

Application.INI File

When you create an application, the system creates an *Application*.INI file in the application directory where *Application* is the name of the application. This file contains the following information:

- Report path

- Data path

- Inbox path

- Outbox path

- Application currency

- Default currency translation

- Rate accounts for currency translations

- Locking account

- Whether to always execute translation methods

For more information on the *Application*.INI file, see the Sample Application.INI File on page 435.

Note: You should not edit the *Application*.INI file directly. The system updates this file when you make changes.

For more information on application paths, see Define Applications on page 37. For more information on application currency and setting up default currency translation, or rate accounts, see Set Up Currency Translation Defaults on page 45. For more information on the locking account, see Select the Locking Account on page 46.

Maintaining Applications

About Maintaining Applications

You create an application in three basic steps:

- Create an application shell, which specifies where to store application information and how the application should be configured. For more information, see About Creating Applications on page 25.

- Define security, the chart of accounts, entities and organizations, methods, and other application elements. You can define each of these elements in the application, or you can load application ASCII text files, which contain definitions for these elements.

- After you create the application elements, you can set other settings that affect the entire application, such as the number format in which data is displayed, and the rules for currency translations.

To move data from one category to another and update the category dates, you can run rollovers. Although you set up rollovers in the Rollovers window in the Categories module, you run rollovers in the Application window.

Application Window

You use the Application window to select options that affect the entire application and to set up defaults for currency translation and consolidation. You can also select the locking account, number format, and journal options for the application.

To use the options in the Application window, the application must already contain accounts, entities, and methods. The following figure shows the Application window.

Figure 8: Application Window

Translation Tab

The Translation tab contains the application currency, default translation rate accounts, and default behavior for translating data for the application is shown in the previous figure.

Consolidation Method Tab

The Consolidation Method tab (not shown in the figure) contains the consolidation methods and consolidation percentages that the system assigns to the entities based on the ultimate percent control of each entity. The Consolidation Method tab appears only if you select Vary Ownership by Period and Category in the New Application dialog box.

Options Tab

The Options tab contains the locking account and number format definition for the application. You can also select whether to use the reviewed status or calculate formulas when you post, unpost, or edit journals.

Application Options

When you create an application, you must set options such as currency translation defaults, journal options, locking account, and number format. You set these options in the Application window.

Set Up Currency Translation Defaults

For each application you define, you must select an application currency and set up currency translation defaults. The application currency is usually the reporting currency of the headquarters. The system translates all currencies in relation to the application currency. For example, if U.S. dollars is the application currency and the system is translating French francs to British pounds, it first translates the French francs to U.S. dollars, and then translates U.S. dollars to British pounds. For information on defining currencies, see Define Currencies on page 168.

You set up currency translations by specifying a currency rate account and whether to translate the values based on the periodic value or the value at exchange rate. The periodic value calculation is the difference between the local values of the current and previous periods and the exchange rate of the current period added to the translated value of the previous period. The value at exchange rate uses category-to-date values and the rate account.

You can set up one currency rate account and specify periodic value or value at exchange rate for income, expense, and flow accounts and set up a different rate account and method for asset, liability, and balance accounts. For information about translation methods, see Methods on page 266. For information on overriding default currency methods, see PVA - Periodic Value Function on page 391 and the VAL - Value at Exchange Rate Function on page 398.

Currency translations occur during consolidation. Before you set up currency translations, you must define the currencies the application uses and the rate accounts. Rate accounts are accounts that have the Currency subaccount table attached to them. You can define translations using the default rate or by specifying alternative rate accounts or calculations in a translation method. For information on defining accounts, see About Defining Accounts on page 223.

When you change the application currency, the rate account, or default calculation of translation for accounts, the consolidation status of all parents with data becomes IMPACTED. For more information, see Consolidation Statuses on page 349.

➤ To set up currency translation defaults:

1. From the Application window, select the **Translation** tab.

2. Specify the application currency, a rate account and calculation for income, expense, and flow accounts, and a rate account and calculation for asset, liability, and balance accounts.

3. Select **File > Save**.

Select Journal Options for Applications

You select whether to use the Reviewed status in journals and whether the system calculates formulas automatically when you post, unpost, or edit journals. You can change these options at any time.

If you no longer want to use the Use Reviewed Status option after you select it, ensure that you have posted or edited all reviewed journals before you change this option; otherwise, you cannot access the reviewed journals. For more information, see the *Hyperion Enterprise User's Guide*.

Note: Selecting the Calculate Formulas option requires extra time to process the information; therefore, journal posting time might increase.

➤ To select journal options for an application:

1. From the Application window, select the **Options** tab.

2. Do one or both of the following:

● Select **Use Reviewed Status** to ensure all journals are reviewed before posting.

● Select **Calculate Formulas** to automatically calculate formulas when you post, unpost, or edit journals.

3. Select **File > Save**.

Select the Locking Account

The system uses an account that you specify in the Application window to verify account values before locking a reporting period. The value of this locking account must equal zero to lock a period. A balance account is usually selected as a locking account. Before you can assign a locking account, you must define accounts in

your chart of accounts. For more information on defining accounts, see About Defining Accounts on page 223. For more information on locking periods, see the *Hyperion Enterprise User's Guide.*

➤ To select a locking account:

1. From the Application window, select the **Options** tab.

2. To specify the locking account, do one of the following:

- If you know the ID of the account, type the account ID in the Locking Account edit box.

- If you do not know the account ID, select the lookup icon to select an account from the list.

Tip: To display the first account that matches your entry, type the first letters of the account ID in the edit box. To highlight the next account that matches your entry, select **>>**.

3. Select **File > Save**.

Set Up the Number Format

You set up the number format for an application using either the Windows international number format for each workstation that accesses the application, or the custom number format you specify in the Application window. If you change the number format, the system uses your number format for the data in the Database and Data Entry windows. The data in these windows appears with the separators for the stored data without scaling. The following information shows how these custom separators work with scaling:

- Decimals (.)
- Thousands (')
- Millions (")
- Billions (‴)

For example, if the scale is 0, the following format is displayed:

```
9‴999"999'999.99
```

If the scale is 3, this format is displayed:

```
9‴999"999'
```

You can change the number format at any time without affecting the data in the application. For more information about the Windows international number format, see the *Microsoft Windows User's Guide.*

➤ To set up the number format:

1. From the Application window, select the **Options** tab.

2. Do one of the following:

   - To use the Windows international number format, select **Use System Setting**.

   - To customize the number format, deselect **Use System Setting**, and specify the separator characters you want for billions, millions, thousands, and decimals.

3. Select **File > Save**.

Consolidation Options

Consolidation gathers data from dependent entities and rolls the data into the parent entity of each dependent entity. During consolidation, the account values for dependent accounts roll up to parent accounts.

Hyperion Enterprise consolidates data differently depending on a setting you select when you create an application. If you do not change this setting from its default, the system consolidates data using the chart, translation, and consolidation methods that you create in the Formulas module.

Note: In Hyperion Enterprise, if the application contains organizations that change over time, consolidation is performed one period at a time. Otherwise, consolidation for all periods begins at the same time.

If you change this setting and use the Statutory Consolidation Engine, the system consolidates the data in the application according to the laws and regulations of the country of the company's headquarters. When you consolidate using the Statutory Consolidation Engine, the system circumvents any translation and consolidation methods that you define in Hyperion Enterprise and use methods defined in SCE. For additional information, see the *Statutory Consolidation Engine Guide*.

Consolidation Process

When you consolidate data using standard consolidation, the system uses all the chart, translation, consolidation, dynamic view, and consolidation detail formulas that you define in the Formulas module as it rolls data from each dependent entity to parent entities.

When you consolidate data, the system uses the following process:

- The system merges and calculates formulas in all chart methods except the chart method that is labeled CHARTDSM. Formulas are calculated for the elimination component of consolidation detail when that component is consolidated to the parent.

- The system merges and calculates formulas in all translation methods.

- The system merges and calculates formulas in all consolidation methods.

- The system calculates formulas in the CHARTDSM method. This method calculates the proportion, contribution, translation, parent adjustment, and elimination detail.

- The system merges and calculates formulas in all chart methods for the parent-level entities.

Note: The formulas in the CHARTDSM method are calculated only for applications that store consolidation detail, which is composed of proportion detail, elimination detail, translation detail, and parent adjustments.

Statutory Consolidation Engine

When you use the Statutory Consolidation Engine (SCE) to consolidate data, the system uses all the chart formulas and dynamic view formulas defined in the Formulas module as it rolls data from each dependent entity to parent entities. However, because this method of consolidation provides country-specific consolidation, the system ignores any translation and consolidation formulas that you might define in the Formulas module. This includes any update rules that you may define.

Using SCE might improve performance of consolidation by several times in certain circumstances. You should consider using the SCE method of consolidation when the application has a sparse data population and one or more of the following conditions apply:

- The size of the chart of accounts is inflated by an extensive use of intercompany details.

- Conditional rules need to be defined for intercompany transactions.

- Complex consolidation methods need to be defined to calculate items, such as goodwill or minority interests and consolidation reserves, and to generate a detailed audit trail of the consolidation process.

For more information about whether your company should consider using the Statutory Consolidation Engine, contact your Hyperion Support representative.

When you consolidate data, the system follows this process:

- Merges and calculates formulas in all chart methods.

- Translates the data into appropriate currencies.

- Performs intercompany transactions among the entities.

- Rolls up data to the parent-level entities.

Set Up Consolidation

When organizations vary by category and period, ownership data appears in the application in the form of shares or percentages for each intercompany entity. The shares owned for other entities can be loaded or input manually.

When all share data has been loaded or input, the system uses this information when executing the ownership calculation options in the Organizations window. This creates an organization structure and assigns a consolidation method to each entity in the organization. The system also assigns consolidation, ultimate ownership, and ultimate control percentages. For more information, see Entity Setup on page 189.

In addition to entering percentage values to the Percent Consolidation column of the Consolidation Methods Table, you can assign one of these values: %OWN or %OWNMIN. If you assign the value %OWN to a range of percent control, the system assigns a percent consolidation equal to the ultimate percent owned. If you assign the value %OWNMIN, the system assigns a percent consolidation that uses the minority ownership of the entity.

The %OWNMIN calculation is typically used for companies that consolidate using the equity or proportional method. For example, if company A owns 90 percent of company B, and company B owns 30 percent of C, the %OWNMIN for company C is equal to 30 percent, while %OWN is equal to 27 percent.

Before you can set up the Consolidation Methods table, you must first define the consolidation methods that you plan to reference in the table. For more information, see .

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➤ To set up consolidation:

1. From the Application window, select the **Consolidation Method** tab.

2. For each range of percent control, specify the consolidation method and the percent to consolidate.

3. Select the consolidation method for the holding company.

4. Select **File > Save**.

Application Load or Extract

You extract application elements from an application to create ASCII text files. You can then use the application text files to load application elements into applications you are setting up or rebuilding.

For example, suppose you are reorganizing an organization in an application. Before you start, you might want to extract the application. If you later decide to keep the original application structure, you can load the file to restore the original application. When you finish the reorganization, you can extract the application again to keep the file updated.

If you set up an application that uses the same chart of accounts and currencies as an existing application, you save time by loading the existing chart of accounts and currencies into the new application. You can also load text files of entities, accounts, and other application elements from another software package, such as a general ledger.

Note: Hyperion Enterprise prevents you from using values greater than 100 percent for percent consolidation, percent ownership, or percent control. If your system load file contains values for these attributes that are greater than 100 percent per entity, you will receive a warning message during the system load. You must modify these values before performing a system load.

You can store all application element definitions for an application in one file, or you can store definitions for different elements in separate files. For example, you can have one file that contains category definitions and another that contains definitions of account groups, subaccount tables, and other application elements that you set up in the Accounts module.

When you store all definitions in one file, this generally provides easier maintenance and faster loading. Extracting selected application elements into a separate file is faster than extracting an entire application into one file. Using separate files also allows several users to maintain different parts of an application. For example, one user might be responsible for maintaining account definitions, and another might be responsible for maintaining entity definitions. Each user can load and extract specific definitions without interfering with other parts of the application.

An application file is divided into sections that contain different types of application element definitions. This type of file can include a section for category definitions, organization definitions, each account group, and so forth.

Here is an example of a section that contains method definitions:

```
[FORMULA]
CHART   !Chart method for application      !A
CHART1  !Chart 1 method - override         !A
CONSOL  !Consol method for application     !C
CONSOL1 !Consol 1 method - override        !C
```

Note: When you load or extract methods in the Application window, you load or extract the IDs, descriptions, and type of method only. To transfer the contents of the method between Hyperion Enterprise and a text file, you must import or export the method in the Formulas window. For more information, see Load Formulas on page 284 or Extract Formulas on page 286.

For more information on using a text editor with text files, see the Modify Text Files on page 520.

If you are using server-based processing to load or extract applications, a window appears that shows the loading or extracting progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while the server is processing. The window closes when the server finishes processing or an error message appears if there is a problem.

Rebuild Applications

When you rebuild an application using ASCII text files, it is important to load the files into the application in a specific order. Some of these steps may not apply to your application. You should perform these steps in this order:

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- Load security.

- Load application elements from the application load file or files.

- Set the application point of view.

- Load shares. This applies only to applications that have organizations that vary by period and category.

- Calculate ownerships. This applies only to applications that have organizations that vary by period and category.

- Load methods.

- Check methods.

- Load data.

- Load journals.

- Post journals.

- Consolidate.

- Load reports and books.

- Check reports and books.

Load Applications

You can load an entire application text file, or you can load only specified sections from a file. For example, you can load the account conversion table definitions from an application text file without loading any other sections that the file contains.

When you load an application text file, the definitions for the application elements in that file replace any of the definitions for elements that have the same ID in the application. For example, if your application includes a North America entity and you load entities from an application text file, the North America entity in the file replaces the North America entity in the application.

Note: When you rebuild an application from ASCII text files, you must load security first. If you do not load security before you load the application elements from the application load file, only application elements that have a security class of Maximum are loaded into the new application.

➤ To load an application:

1. From the Application window, select **Task > Load Application**.

2. Select **File**, then type the file name of the application text file you want to load, or select **Browse**.

3. To use a delimiter other than the exclamation point (!), type a character in the Delimiter edit box.

    Note: If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

4. To select which sections of the file to load, do one of the following:

    ● To load all sections that are specified in the file, select **Load Entire Application**.

    ● To load only specific sections from the file, deselect **Load Entire Application**, and select each section you want to load to the Entities, Accounts, and Options tabs.

    Tip: To select all check boxes on a tab, select **Set Al**l. To clear all check boxes on a tab, select **Clear All**.

5. Select **OK**.

Extract Applications

You can extract an entire application or only some of its element definitions to an ASCII text file. When you make changes in the application, you can extract the application again to keep the file updated. For example, if you have recently added schedule definitions to the application but have not added entities, accounts, or other elements, you can extract the schedule definitions without extracting other definitions. When you extract application element definitions, you can save them in an existing text file or in a new text file. If you save the extracted information in an existing file, it replaces the contents of that file.

When you create an application text file, you should give the file a name that identifies the application and distinguishes it from other application text files. For example, you can use the following format to name an application text file that contains all application elements:

*App*ALL.ASC

where *App* is the first three to five characters of the application ID. For example, you can use the file name TAXALL.ASC for the TAX application file. If you use long file names, the file name can be up to 20 characters.

Note: The system uses ASC as the default extension for any text file you extract, but you can use a different extension.

➤ To extract an application:

1. From the Application window, select **Task > Extract Application**.

2. Select **File**, then type the file name of the application text file you want to extract, or select **Browse**.

3. To use a delimiter other than the exclamation point, type a character in the Delimiter edit box.

   Note: If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

4. Do one of the following:

   ● To extract the entire application to the file, select **Extract Entire Application**.

- To extract only specific sections to the file, deselect **Extract Entire Application**, and select each section you want to extract on the Entities, Accounts, and Options tabs.

  Tip: To select all check boxes on a tab, select **Set All**. To clear all check boxes on a tab, select **Clear All**.

5. Select **OK**.

Load or Extract Page Format and Page Setup

Page format and page setup are defined when the application is created. If you change the page format and setup, you can copy these changes to another application by extracting the changes from one application and loading them to another application. The page format and page setup information can be changed only using Hyperion Enterprise. When you extract the page format and page setup information, the system writes a file in a binary file format and you will not be able to edit any information in the file. For more information, see *Hyperion Enterprise Getting Started*.

➤ To load or extract page format and page setup:

1. From the Application window:

   - To load, select **Task > Load Page Format and Setup.**

   - To extract, select **Task > Extract Page Format and Setup**.

2. Type the file name that you want to load or extract, or select **Browse** to find the file, then select **OK**.

Run Rollovers

You run rollovers to move information from a source category to a destination category and to clear data from the source category. After the rollover is performed, the start dates of the source and destination categories are incremented. The sets specify which categories exchange data. For more information on setting up rollovers, see Rollovers on page 145.

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Note: To perform a rollover, you need access rights to the rollover task and the rollover set you are using. For example, access rights to a rollover set allow you to roll over all categories specified within the set, even if you have access rights of NONE to the categories. When you perform a rollover, the security defined in the source category is not rolled into the destination category. For more information, see Rollovers on page 145.

➤ To run rollovers:

1. Back up the data in the application and verify that you have enough disk space to perform the rollover.

    Tip: You can estimate the amount of disk space needed for a rollover by adding the file sizes of the CATEGORY.EXA and PSFLOK.EXA files, which are located in the directory of the source category.

2. From the Application window, select **Task > Run Rollovers**.

3. Type a set ID or select one from the list.

4. Select **OK**.

Run Users in Application Report

You use the Users in Application report to determine which users are logged on to the current application. You can display user information such as the user description, computer name, module and task information in the report.

➤ To run the Users in Application report:

1. From the Application window, select **Task > Users in Application**.

2. Select the options that you want to display on the report, then select **OK**.

3. Use the options in the preview window to view or print the report. For instructions on printing, see *Hyperion Enterprise Getting Started.*

Delete Applications

You delete a Hyperion Enterprise application by manually deleting the system files from the file server or standalone personal computer, or by deleting the application tables and database from the database server. If you remove the application from the list in the Open Applications dialog box for all application users, the application still exists until you manually delete its files or database. For more information on deleting the application's files or database, see your system or database administrator.

➤ To delete an application:

1. Open the application you want to delete. From the Application window, select **File > Application Attributes**.

2. Select **Next**, locate where the application files or tables are stored, then select **Cancel**.

3. Select **File > Exit** from the Desktop.

4. Do one of the following:

- If the application is stored on a file server, delete the files and directories where the application is stored.

- If the application is stored on a database server, delete the tables and the database where the application is stored.

Hyperion Enterprise Data Server Administrator

Hyperion Enterprise includes the Hyperion Enterprise Data Server Administrator which allows you to update and maintain settings that impact how users access a Hyperion Enterprise application and its data. You can also use the utility to send instant messages to users currently logged on to the system.

Start Hyperion Enterprise Data Server Administrator

System Administrators can use the Hyperion Enterprise Data Server Administrator to specify data modes. Data modes control how users access Hyperion Enterprise applications and their data. You can also use the utility to track users currently logged on to the system and to send instant messages to those users.

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➤ To start the Hyperion Enterprise Data Server Administrator:

1. From the Start Menu, select **Hyperion Enterprise Data Server Administrator**.

2. Select the Hyperion Enterprise application to which you want to log on.

3. Enter your user name and password, then select **Login**.

Data Modes

Data modes control how users access a Hyperion Enterprise application and its data. Putting a Hyperion Enterprise application in a particular data mode assists with system maintenance, accessibility, and performance. The following three modes are available for selection in the Hyperion Enterprise Data Server Administrator:

● Read-Only

When an application is in read-only mode, Hyperion Enterprise prevents any data loads, Retrieve HPLNKs, or maintenance. This enables the system to more quickly process users' requests to read and report on application data.

● Client

When an application is in client mode, the system loads data through a specific data server. By accessing Hyperion Enterprise data through client mode, data transfers between the system and the user are optimized.

● Single User

When you set your Hyperion Enterprise application into single user mode, only the system administrator can log on to the application. You can use the single user data mode when a system administrator needs to do application maintenance that requires all users to be logged off the system.

Set an Application to Read-Only Mode

When you open a Hyperion Enterprise application that is in read-only mode, a lock symbol and the word Read are displayed in the lower right-hand corner of the desktop. Users do not automatically receive a separate message or warning to indicate that an application is in read-only mode. You cannot select read-only mode if the application is already in client-mode.

The security rights you have set in your application still apply when the application is in read-only mode. Therefore, users who do not normally have the ability to view certain reports or data cannot do so even when using an application in read-only mode.

Read-only mode enforces the following restrictions:

- You cannot create new reports; however, you can view and modify existing reports, by changing row and column headings. You cannot change the report label name and description.

- You cannot change page format or page setup options, such as font or font size, when you preview a report in read-only mode. The report uses the settings that were in effect prior to putting the application into read-only mode.

- Any changes you make to a report while in read-only mode are not saved.

Note: You must have Modify rights to the Set the Application as Read Only task in security to use this feature.

➤ To set an application to read-only mode:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Ensure that all users are logged off the Hyperion Enterprise application.

   Tip: You can send an instant message to ask any users currently logged on to log off the application when in client mode. For more information about sending instant messages, see User Messaging on page 67.
   You can view the users that are currently logged on to the application by selecting the Users tab in the Hyperion Enterprise Data Server Administrator.

3. On the Server Information tab, select **Read-Only**, then select **OK**.

Return an Application to Writable Mode

An application stays in read-only mode until the system administrator disables the option.

➤ To return the application to writable mode:

1. Start the Hyperion Enterprise Data Server Administrator and logon to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Ensure that all users are logged off the Hyperion Enterprise application.

> **Tip:** You can send an instant message to ask any users currently logged on to log off the application when in client mode. For more information about sending instant messages, see User Messaging on page 67.
> You can view the users that are currently logged on to the application by selecting the Users tab in the Hyperion Enterprise Data Server Administrator.

3. On the Server Information tab, deselect **Read-Only**, then select **OK**.

Set an Application to Client Mode

When an application is in client mode, the system loads data through a specific data server. When an application is not in client mode, the system sends requests for data out to the actual machine that stores the entire Hyperion Enterprise application and the data is accessed from the hard drive. Using client mode, you can specify a data server that acts as a cache for the Hyperion Enterprise data. Cache is memory that is set aside as a specialized buffer storage that is continually updated with the most current information. By accessing your Hyperion Enterprise data through the cache, data transfers between the system and the user are optimized and all locking is handled by the memory on the server.

When an application is in Client mode, a small client mode icon ▟ displays. The application stays in the Client mode until you deactivate client mode.

Before using the client mode you must meet the following requirements:

- You must have Microsoft Windows NT Server or Microsoft Windows 2000 Server installed on the server machine where the data server resides.

- You must have the Hyperion Enterprise application installed that will be accessed through the data server on the server machine.

When using the Client mode for the first time, you must complete the following steps after setting the application to client mode. Each of these are described in detail after the list.

1. Specify a server address, port, and session log file.

2. Install the service.

3. Start the service.

➤ To set an application to client mode:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Ensure that all users are logged off the system.

   Tip: You can send an instant message to ask any users currently logged on to log off the application when in client mode. For more information about sending instant messages, see User Messaging on page 67.
   You can view the users that are currently logged on to the application by selecting the Users tab in the Hyperion Enterprise Data Server Administrator.

3. Select **Client**.

4. Enter the address for the data server.

   Tip: The address for the data server is the network name for the machine.

5. Enter a port number for the data server.

   Note: The port number should be higher than 2000 and different than the application server port number. The server can transfer information on only a single port per machine. For this reason, all Hyperion Enterprise applications on the same machine must have the same server port.

6. Specify a session log file (.LOG) to be used to track users accessing the Hyperion Enterprise application that is in client mode. You can enter the name of an existing log file or enter the name of a new log file.

   Tip: Click the Browse button to specify a log file in a different directory.

Install and Start Data Server Service

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Before you can run in client mode, you must install the data server service. After you have installed the service, you must log on to the Hyperion Enterprise Data Server Administrator application again and start the service before you activate client mode.

➤ To install and start data server service:

1. Select **Install Service**.

2. Enter the directory where the service executable, ENTDATASRV.EXE, is stored. The default directory for the service executable is the Hyperion Enterprise program directory.

   Tip: Click the ellipses (...) button to browse to the service executable.

3. If you want the service to start automatically when the machine is turned on, select the **Start Service Automatically** checkbox.

4. Enter the user name to use when logging on to the server and service.

5. Enter the password to use when logging on to the server and service.

   Note: The user name must have the NT administrator permissions "act as part of the operating system," "log on locally," and "log on as a service." For more information, see the *Microsoft Windows NT Server Installation Guide*.

6. Re-enter your password.

7. Select **OK**.

8. Select **OK**.

9. Select the application.

10. Enter your Hyperion Enterprise application user name and password, then click **Login**.

> **Note:** The system displays the following message, "Error Initializing Communication Object." Select **OK**.

11. Click **Yes** to edit the service.

12. Select **Start Service**.

Edit Service Settings

If you make modifications to your network addresses or ports, or if you change your logon password, you must make those changes to your service settings. You can edit service settings at any time without logging on to a Hyperion Enterprise application.

➤ To edit service settings:

1. From the Hyperion Enterprise Data Server Administrator, select **File > Service Administration**.

2. Select **Edit Service**.

3. Make any changes to settings.

4. Select **OK**.

Stop Data Server Service

Stopping your data server service prevents any users from accessing Hyperion Enterprise applications and data through the server. For example, you may want to stop the data server service when performing standard network maintenance.

➤ To stop data server service:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Ensure that all users are logged off the system.

> **Tip:** You can send an instant message to ask any users currently logged
> on to log off the application. For more information about sending
> instant messages, see User Messaging on page 67.

3. Select **Stop Service**.

Remove Data Server Service

If you are moving the data server to a different machine, you should remove the
data server service from the machine.

➤ To remove dataserver service:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the
   Hyperion Enterprise application. For more information, see Start Hyperion
   Enterprise Data Server Administrator on page 59.

2. Ensure that all users are logged off the system.

> **Tip:** You can send an instant message to ask any users currently logged
> on to log off the application when in client mode. For more
> information about sending instant messages, see User Messaging
> on page 67.
> You can view the users that are currently logged on to the
> application by selecting the Users tab in the Hyperion Enterprise
> Data Server Administrator.

3. Select **Remove Service**.

Set an Application to Single-User Mode

Applications are normally in multi-user mode, where multiple users can access an
application at the same time. Single-user mode prevents users from logging on to
the Hyperion Enterprise application. When the Hyperion Enterprise application is
set to single-user mode, only the user who selected that option can log on. You can
use the single-user data mode when a system administrator needs to perform
application maintenance that requires all users to be logged off the system. When

a user attempts to log on to a Hyperion Enterprise application that is in single-user mode, a system message is displayed. You can use single-user mode only when your application is also in client mode.

Note: You must have Modify rights to the Set the Application as Single User task in security to use this feature.

▶ To set an application to single-user mode:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Ensure that all other users are logged off the system.

   Tip: You can send an instant message to ask any users currently logged on to log off the application. For more information about sending instant messages, see User Messaging on page 67.

3. From the Server Information tab, select **Single User**, then select **OK**.

   Note: Your application must be in client mode before you can enable single-user mode.

Return an Application to Multi-User Mode

The application stays in single-user mode until you change the mode.

▶ To return an application to multi-user mode:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Ensure that all other users are logged off the system.

   Tip: You can send an instant message to ask any users currently logged on to log off the application. For more information about sending instant messages, see User Messaging on page 67.

3. From the Server Information tab, deselect **Single User**, then select **OK**.

User Messaging

User messaging allows you to track users logged on to an application, identify the tasks the users are performing, and send instant messages to users when your application is in client mode. You may want to send an instant message when performing system maintenance or application backups when all users must be logged off the application. You can also send instant messages to users who are performing a specific task in the system by selecting those users and sending an instant message to them.

Note: You must have Modify, View or Limited rights to the Send Broadcast Message to User task in security to use this feature. All users can receive messages regardless of the rights that have been assigned to them.

You perform messaging tasks in the Users tab of the Hyperion Enterprise Data Server Administrator.
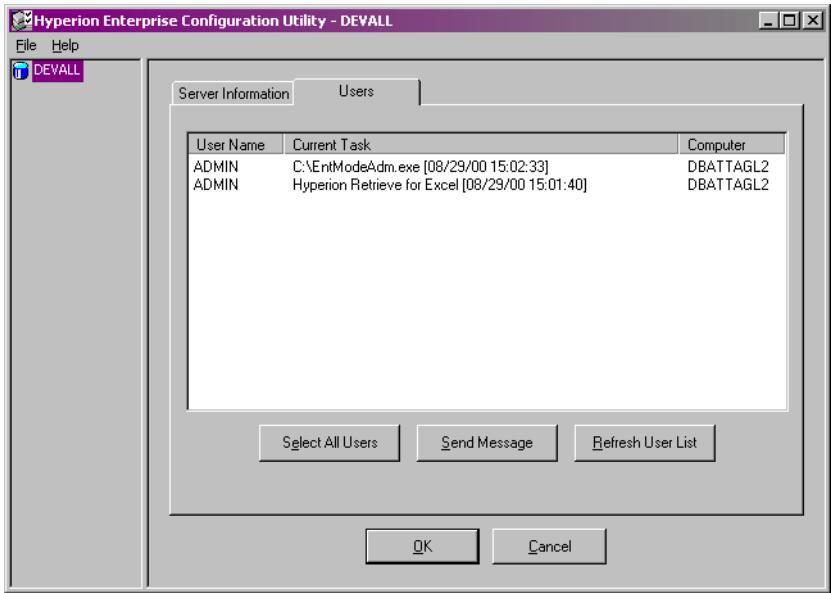
Figure 9: Users Tab of the Hyperion Enterprise Data Server Administration

Refresh the User List

You refresh the list of users who are logged on to the system to ensure you have the most up-to-date user list before sending any instant message.

➤ To refresh the user list:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. From the Users tab, select **Refresh User List**.

Send Instant Messages

You can send an instant message to all users currently logged on to the system or to specific users in the system. The instant message is displayed in a small message box on the end users' systems.

Note: Your application must be in client mode before you can send instant messages.

➤ To send an instant message:

1. Start the Hyperion Enterprise Data Server Administrator and log on to the Hyperion Enterprise application. For more information, see Start Hyperion Enterprise Data Server Administrator on page 59.

2. Do one of the following:

● To send an instant message to all users, select **Select All Users**.

● To send an instant message to a specific user, select the user.

Tip: To select multiple consecutive users, select the first user, then press **Shift,** and select the last user. To select multiple non-consecutive users, press **Ctrl** while selecting each user.

3. Select **Send Message**.

4. Type the message and select **Send**.

Chapter 4

Setting Up Security

Security allows you to control access to Hyperion Enterprise tasks and application elements. You use security to protect data and to prevent unauthorized users from viewing, accessing, or changing data. You can apply security to specific tasks or application elements. For example, you can restrict access to tasks such as loading data, or to specific application elements such as entities, reports, and accounts.

Each security class, user group, and user that you define must also be secured by assigning it to a security class. For example, you could define a user and assign the user to the Maximum security class. Only users with Modify rights to the Maximum security class can change the attributes of this user, such as password or security class.

Before you define security elements, you must design your security system. Securable items can be arranged into security classes by function, department, entity, or some other criteria. Users can also be classified into user groups by similar criteria. Once you set up security classes, users, and user groups, you assign access rights to these security classes for individual users and user groups.

Application elements, such as accounts, are assigned to security classes as they are created. The security class to which the user is assigned is the default security class of the user who creates the element. Every user is assigned a default security class in the Application Preferences dialog box. Any application element that the user creates is assigned this security class. If you want to change the security class assigned to an element, you can change the class in the window in which you define the element.

You set up Security from the following security objects:

- Setup - define groups, define users, define classes

- Maintain Groups - define groups, assign group members, assign group rights

- Maintain Users - define users, assign user membership, assign user rights

- Maintain Classes - define classes, assign class rights
- Maintain Tasks - assign security classes to Enterprise tasks
- Maintain Rights - assign group rights, assign Security class rights, assign user rights

Elements of Hyperion Enterprise Security

Hyperion Enterprise security elements consist of users, user groups, security classes, and access rights. Users are those who have been granted access to the Hyperion Enterprise application. User groups are sets of users. A security class is a collection of securable Hyperion Enterprise tasks and application elements that you define. Once you define user groups, users, and security classes you can assign one of five levels of access rights to security classes for user groups and users. This enables you to set security for many users to many tasks with minimal effort.

Security Classes

A security class is a collection of items in the application to which you can restrict access. The security administrator is responsible for creating security classes. The items you include in a security class can be tasks, such as loading data, or application elements, such as entities and accounts. When you set up security, you assign security classes to items and then assign users and user groups access rights to these classes. For example, you might define a security class called Medium and assign it to the Load Data task. You then assign users and user groups such as analysts, access rights to this Medium security class.

You assign security classes to tasks in the Maintain Tasks object from the Security desktop. You assign security classes to application elements when the elements are created. For more information on creating security classes, see Define Security Classes on page 88.

The following figure shows sample securable items and security classes.
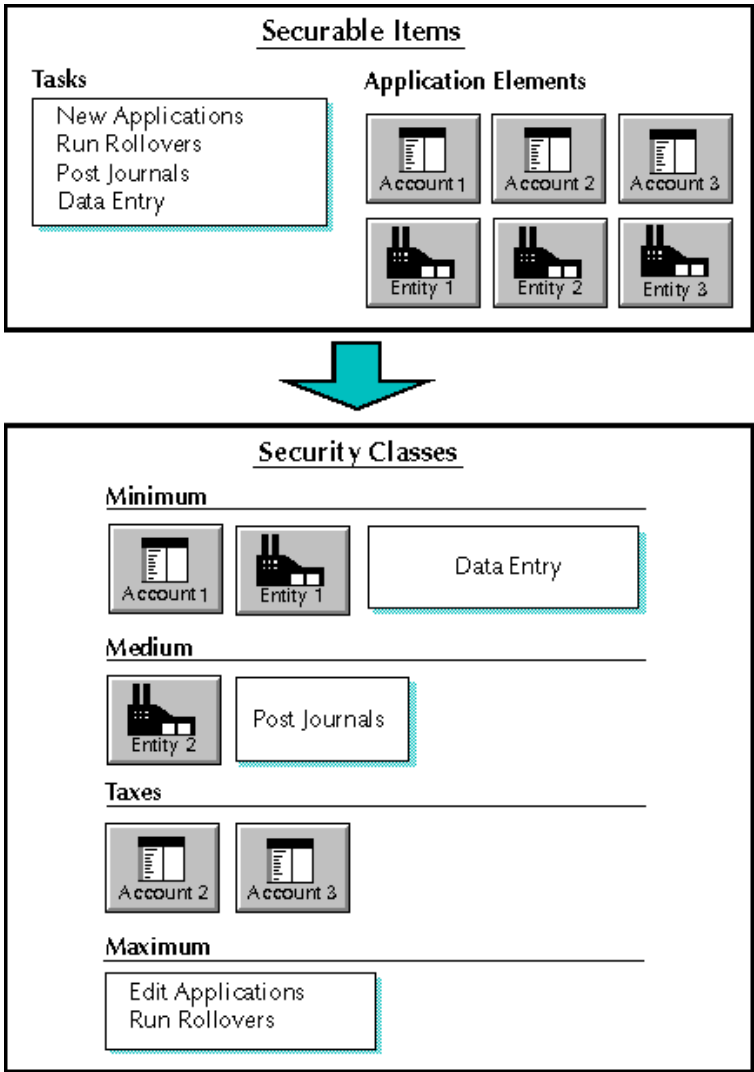
Figure 10: Sample Securable Items and Security Classes

Users and User Groups

Users are those who have been granted access to the Hyperion Enterprise application, tasks, or application elements. You define users in the Setup or Maintain Users object from the Security desktop. You can also define user groups, which are sets of users with similar security requirements in the Setup or Maintain Groups object. For example, you might group users by department, function, or some other criteria.

Note: To simplify defining users and groups for the first time, you can use the Setup object. When you need to edit a user or user group, you should use the Maintain Users or Maintain Groups object, respectively.

You can assign individual access rights to a user, which always override the rights assigned to their user group. For example, suppose Employee A is a member of a user group that has View rights to a security class, and Employee A has individual user rights of None. Employee A will have None access to the security class.

Users and user groups can belong to multiple user groups. When conflicting rights result from a user or user group belonging to multiple user groups, the least restrictive rights apply.

The following figure shows sample user groups.
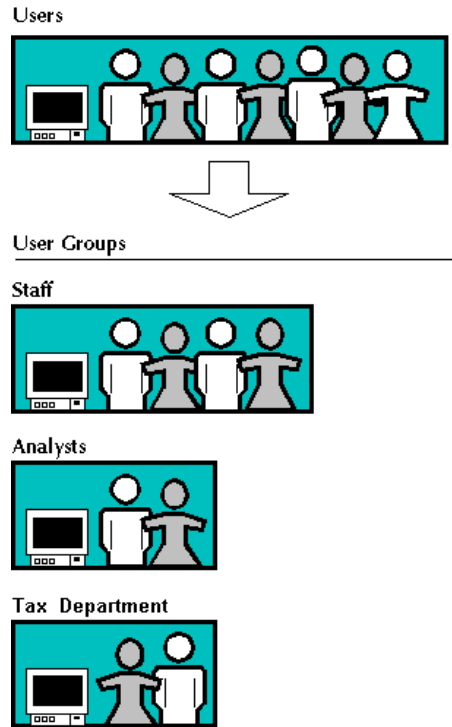
Figure 11: Sample User Groups

Access Rights

Access rights determine whether a user can perform tasks or access specific application elements. For example, access rights determine the tasks users can perform, the accounts and entities they can view, data they can edit, and the schedules and methods they can view or change.

After you define security classes, users, and user groups, you assign users and user groups one of four access rights to each security class in an application. For example, you might assign a user group access rights of None for the Minimum class, Limited for the Medium class, and Modify for the Maximum class.

The following table summarizes these access rights.

Table 2: Access Rights

Assign...	To...
Modify	• Allow users to perform tasks. • Allow users to change data. • Allow users to define or change application elements. • Allow users to create, change, and print reports and books.
View	• Allow users to see, but not change data. • Allow users to see, but not change application elements. • Allow users to view and print reports and books.
Limited	• Allow users to see, but not change application elements. • Prevent users from viewing or changing data. • Prevent user from accessing data except when performing intercompany transactions or consolidations. • Allow users to view or modify data for entities without allowing access to the parent entity.
None	• Prevent users from performing tasks by disabling menu commands. • Prevent users from seeing that data or an application element exists. The secured element or data does not appear on the screen or in reports. • Prevent users from printing reports and books.
Unassigned	• New users by default.

When a conflict results between individual rights and user group rights, the individual rights are retained. When conflicting rights result from a user or user group belonging to multiple user groups, the least restrictive rights apply.

The following figure shows an example of the rights of one user group overriding the rights of another user group.
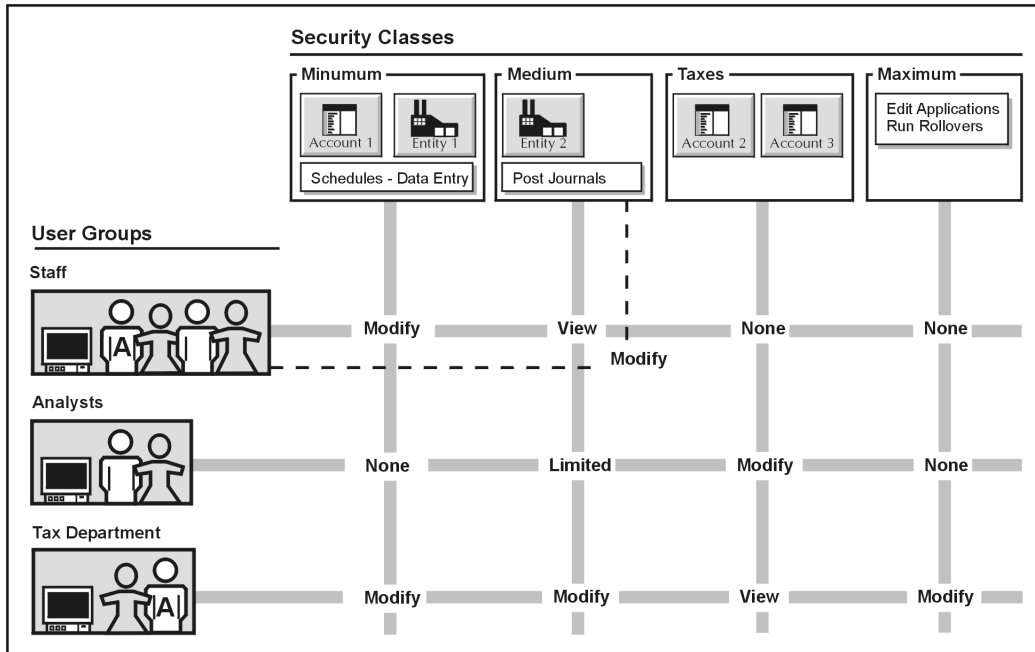
Figure 12: Access Rights

In the previous figure, User A belongs to two user groups, Staff and Tax Department:

● User A has View rights to the Medium class in the Staff user group.

● User A has Modify rights to the Medium class in the Tax Department user group.

User A retains modify rights to the Medium class, because Modify is less restrictive than View.

Design Considerations

Hyperion Enterprise security offers flexibility in securing application elements and tasks in the application. Because security classes are assigned to application elements as they are created, you should design your security system before you

set up your applications. After you design a security system for one application, you can extract the security elements and load them into another application. For more information, see Load Security on page 117 and the Extract Security on page 119.

Before setting up security in Hyperion Enterprise, it is important to consider the following:

- *How do you want to group and classify Hyperion Enterprise tasks and application elements?*
  For example, you might assign tasks that would be done only by an administrator to a security class called Admin. Tasks that would typically be done by users other than system administrators could be assigned to a security class called Minimum. You could have separate classes for different types of data, such as FINANCE or TAX, and use these to restrict access to individual accounts, entities, or categories. For more information, see Security Classes on page 70.

- *How do you want to group users?*
  You might group users according to the categories of data for which they are responsible, such as Actual or Budget. You could group users according to their geographic region or company division. If you group users that are at the same level of security, you can assign access rights to the entire group. For more information, see Users and User Groups on page 72.

- *What access rights should be defined for your user groups?*
  You can assign one of five access rights to a user group: None, View, Limited, Modify, or Unassigned. For more information, see Access Rights on page 73.

- *Do you want to override access to a security class for any individual users?*
  For example, you might have assigned a user to a user group that has View access to the Medium class. You can assign that particular user Modify access to the Medium class so that the user can perform tasks or change data. For more information, see Access Rights on page 73.

- *What security class do you want to assign to these elements as they are created?*
  When application elements are created, the security class that is initially assigned to the element is the security class assigned to the user who creates the element. You must consider what security individual users will apply to new application elements and data. For more information, see Security Classes on page 70 and Default Security on page 78.

Security Tasks

The order of tasks performed to set up security can vary slightly. The following steps offer one suggestion:

- Plan the security.

- Create user groups.

- Create users.

- Create security classes.

- Assign users to user groups.

- Assign access rights to user groups for each security class.

- Assign security classes to a task and application elements.

- Assign a user different access rights than its group, if needed.

- Assign a user to a different group, if needed.

After you plan your security system, you create user groups, users, and security classes. For example, you could create Budgrp and Actgrp user groups, then create users by entering their IDs, descriptions, and passwords. You could then add users to the Budgrp and Actgrp user groups, and create Budget and Actual security classes. You create users, user groups, and security classes in the Setup object.

After you have created user groups, users, and security classes, you assign access rights to them. To plan the access rights that user groups need to access Hyperion Enterprise elements and tasks, it might be helpful to use a table to show all the variables. For example, if you want a user to be able to modify data for Texas for the Budget category, you need to assign access rights as shown in the following table.

Table 3: Access Rights for a Sample User

Module	Application Element or Task	Access Right
Entity	Texas	Modify
Category	Budget	Modify
Category	Actual	View
Data Entry	Enter Data	Modify

Table 3: Access Rights for a Sample User (Continued)

Module	Application Element or Task	Access Right
Database	Load Data Edit Data	Modify
Journals	Create Edit Post	Modify

You then assign access rights to user groups, such as Modify access to the Budget Data category, and View access to the Actual Data category. You assign access rights in the Maintain Rights object.

Next, you assign security classes to tasks. For example, you could assign the Budget security class to the Calculate Formulas task. To change the security class of an application element such as categories or accounts, you change the class within the appropriate object. For example, you change the security class for the Actual category in the Categories module of the Hyperion Enterprise desktop. You assign security classes to tasks in the Maintain Tasks object.

If needed, you can assign a user different access rights than the access rights assigned to the user group, or assign a user to a different user group. You can also add users to a group or remove users from a group. You perform these tasks in the Maintain Groups object or Maintain Users object.

You can also restrict a user group from modifying specific reports. For example, suppose you create a security class called HQREPORT. You assign the HQ user group Modify access rights to this HQREPORT class, and assign all other user groups View or None rights. You would assign the HQREPORT security class to the specific report.

Default Security

Hyperion Enterprise is installed with these defaults:

- One security class, which is called Maximum

- One default user ID, which is the user ID used to create the application

- Two user groups, which are called UNASSIGNED and HQ

All Hyperion Enterprise tasks are assigned initially to the default Maximum security class. You do not need to use this default class, but can instead organize tasks and data into new classes that you create.

The user group HQ contains the default user. The default user is assigned Modify access rights to the default security class called Maximum. When you create a user, the system assigns the new user to the UNASSIGNED user group by default.

The HQ user group is assigned Modify access rights to the Maximum security class. You should create more security classes and then assign classes to tasks and elements before you begin building an application.

Application elements such as accounts are assigned to security classes as they are created. Every user is assigned a default security class in the Application Preferences dialog box. This default class is assigned to any element that the user creates. Any application element that the user creates is assigned this security class. If you want to change the security class assigned to an element, you can change the class in the window in which the element was created.

You can add tasks to or remove tasks from the default Maximum security class, and you can add users to the default HQ user group. You cannot delete any of the defaults.

Access Security

You can access Security from the Windows Start menu or from the Navigate menu of the Application module.

➤ To access Security, do one of the following:

- From the Start menu, select **Programs > Hyperion > Enterprise 5.5 > Hyperion Enterprise Security Module**.

- From the Hyperion Enterprise desktop, select the **Applications** module. Select **Navigate** > **Security**.

Security Desktop

The Security desktop is the starting point for setting up and maintaining security. The Security desktop contains objects that are displayed in the navigational list area along the left side of the desktop. The desktop also displays the options that are associated with each selected object. The options are displayed in the options

area across the top of the desktop. In the center of the desktop is the workspace area, which is used to enter or display data. The workspace area changes with each object or selected option.

The Security desktop also has a File, Edit, View, Navigate, Task, and Help menu from which you can select additional options. You can also select the objects and associated options from the Navigate menu of the Security desktop.

The following figure shows an example of the Security desktop with the Setup options displayed along the top right.
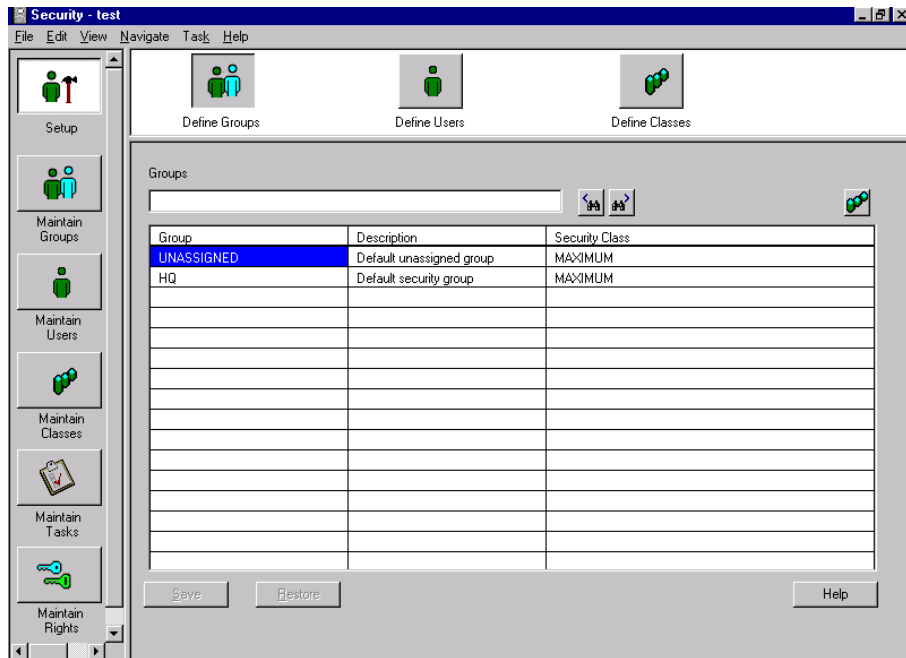
Figure 13: Security Desktop with Setup Options

The following table shows the icons on the Security desktop and the options associated with each icon.

Table 4: Security Objects and Options

Main Objects	Options
Setup	Define Groups Define Users Define Classes
Maintain Groups	Define Groups Assign Group Members Assign Group Rights
Maintain Users	Define Users Assign User Membership Assign User Rights
Maintain Classes	Define Classes Assign Class Rights
Maintain Tasks	Assign Classes to Enterprise Tasks
Maintain Rights	Assign Group Rights Assign Security Class Rights Assign User Rights

Search Security Desktop Lists

You can locate a specific item, such as a group, user, class, and task in a table in the workspace area of the Security desktop. For example, you might search for an item rather than scroll through a long list.

➤ To search Security Desktop lists:

1. Type the name of the group, user, class, or task in the text field above the table. If the item exists, it is highlighted in the table.

2. Do one of the following:

   ● Type the full name of a specific item.

   ● Type a partial name of the specific item.

   Tip: Use the **Find Previous** 〈🏏 or the **Find Next** 🏏〉 buttons to highlight the previous or next item in a list matching the letters typed.

   ● Type nothing and use the **Find Previous** or the **Find Next** buttons to scroll through the entire list.

Set Up Groups, Users, and Security Classes

When you are designing your security system for the first time, you need to setup groups, users, and security classes. You create groups, users, and security classes to access certain features and tasks in Hyperion Enterprise 5.5. Once you create groups and users you can assign security classes to them. The Setup object is the first object used by an administrator to create the groups, users, and security classes.

Define User Groups

You define groups so that you can have multiple users assigned to one group, all having the same access to system tasks and features. When you define user groups, you specify user group IDs, descriptions, and security classes. You add or modify user groups using Define Groups from the Setup or Maintain Groups object.

You must secure each user group by assigning it to a security class. For example, you could assign the HQ user group to the Maximum security class. Only users with Modify rights to the Maximum security class can change the attributes of the HQ user group.

After you create user groups, you add user group members. User group members can be users or other user groups. You also assign access rights to security classes for user groups. For more information, see Access Rights on page 73.

➤ To define user groups:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

   ● If you are defining groups for the first time, select the **Setup** object.

   ● If you are modifying groups, select the **Maintain Groups** object.

3. Select the first blank row in the table or select **Edit > Insert** to insert a blank line.

4. Type an ID and description for the user group. The user group IDs can contain up to 20 characters and the descriptions can contain up to 40 characters.

5. Select a security class for the user group. Do one of the following:

   Tip: You can use the search text box to search for a user group. For more information, see Search Security Desktop Lists on page 82

   ● Double-click the cell of the security class to which you want to assign the user group. Select a security class from the Select Security Class dialog box and click **OK**.
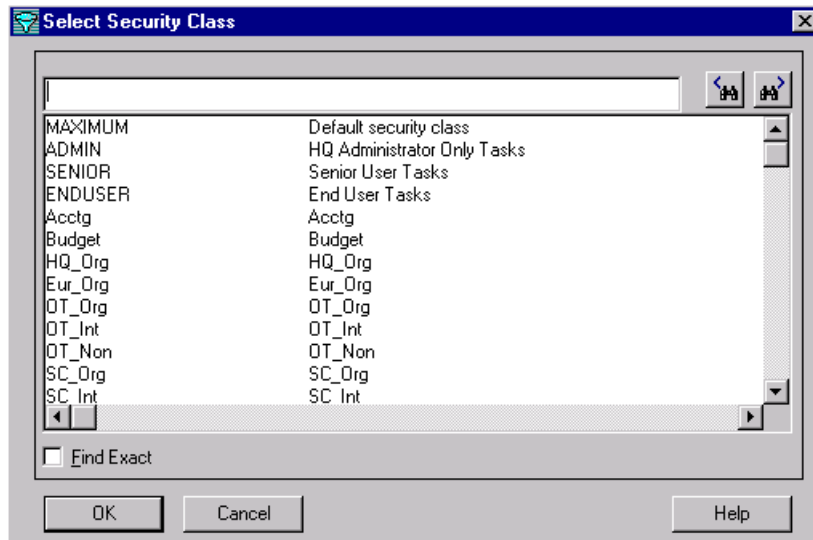
Figure 14: Select Security Class Dialog Box

- Type the name of the security class in the cell associated with the user group.

- Select the **Set Security Class** [button icon] button and select a security class. Click **OK**.

6. Select **Save**.

Define Users

You define users so that you can control their access to the system and assign them to groups. When you define a user, the system assigns the new user to the UNASSIGNED user group. To limit the number of users who can modify user settings, you must assign a security class for each user. For example, you could assign the Admin user to the Administrator security class. The Admin user is the user who creates the applications. This user belongs to the HQ group. Only users with Modify rights to the Administrator security class can change the attributes of the Admin user.

When you define users, you specify user IDs and descriptions, assign passwords to users, change the current state of the users, and assign security classes. You can also lock specific users or multiple users from the application without deleting their user IDs by changing their current state.

After you create a user, you can add the user to a user group. The user inherits the access rights assigned to the group to which the user belongs. You can override the user group access rights to security classes by assigning access rights to individual users.

➤ To define a user:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

   ● If you are defining users for the first time, select the **Setup** object.

   ● If you are modifying users, select the **Maintain Users** object.

3. Select **Define Users**.
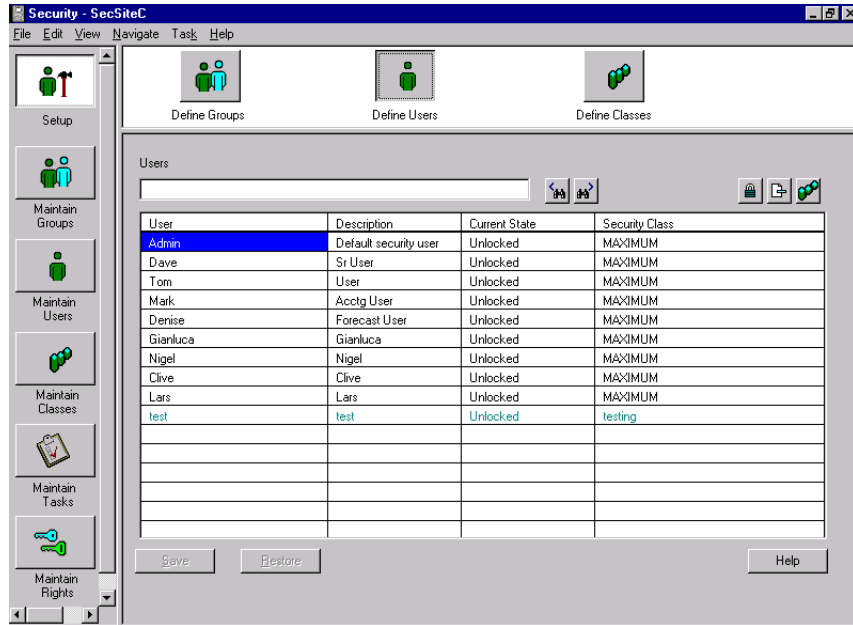
Figure 15: Define Users Window

4. Do one of the following:

- To create a user, select the first blank row in the table.

- To edit an existing user, select the user that you want to edit.

5. Type an ID and description for the user. The user IDs can contain up to 20 characters and the descriptions can contain up to 40 characters.

6. To select the current state of the user, do one of the following;

- Select the **locked/unlocked** button.

- Type the current state in the cell for the user selected.

Tip: You can assign the current state and security class to more then one user by highlighting all the users to modify.

7. To change the default security class with one of the following. If you have not defined security classes, see Define Security Classes on page 88.

> **Tip:** You can use the text box to search for a security class in the table. For more information, see Search Security Desktop Lists on page 82

- Double-click the security class cell associated with the user group. Select a security class and click **OK**.

- Type the name of the security class in the cell associated with the user group.

- Select the **Set Security Class** button and select a security class. Click **OK**.

4
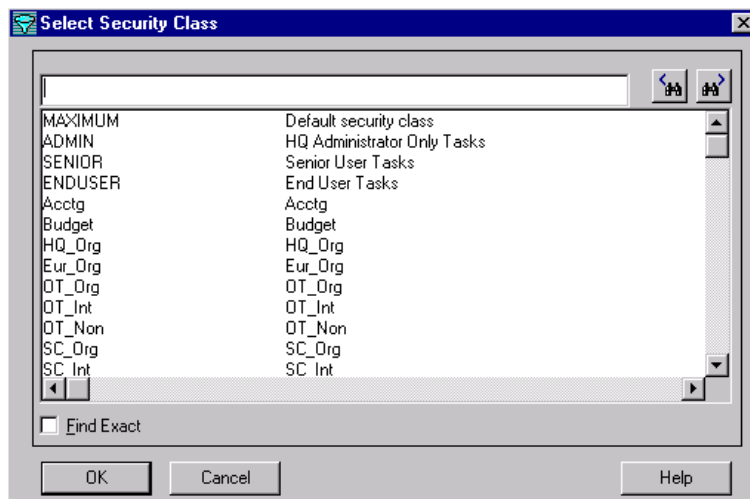
Figure 16: Select Security Class Dialog Box

8. Select the Change Password button to assign a password to the user. Type a password in the New Password text box. Type the password again in the Confirm New Password text box. Select **OK**.

9. Select **Save**.

Define Security Classes

When you define a security class, you specify a class ID, description, and a security class. You then assign users and user groups access rights to these security classes. You then assign security classes to tasks, such as posting journals, or application elements, such as entities and accounts in the Maintain Tasks object.

You can also assign a security class that you create to another security class. You need to assign each security class to a security class to limit the number of users who can modify the attributes of a security class. For example, you could assign Journals_Class to the Medium security class. Only users with Modify rights to the Medium security class can change the attributes of the Journals_Class.

When you create a security class, you are given modify rights to that security class.The users who get assigned to that security class are given unassigned rights.

➤ To define a security class:

1. Do one of the following:

    ● From the Application module, select **Navigate > Security**.

    ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

    ● If you are defining security classes for the first time, select the **Setup** object.

    ● If you are modifying classes, select the **Maintain Classes** object.

3. Select **Define Classes**.
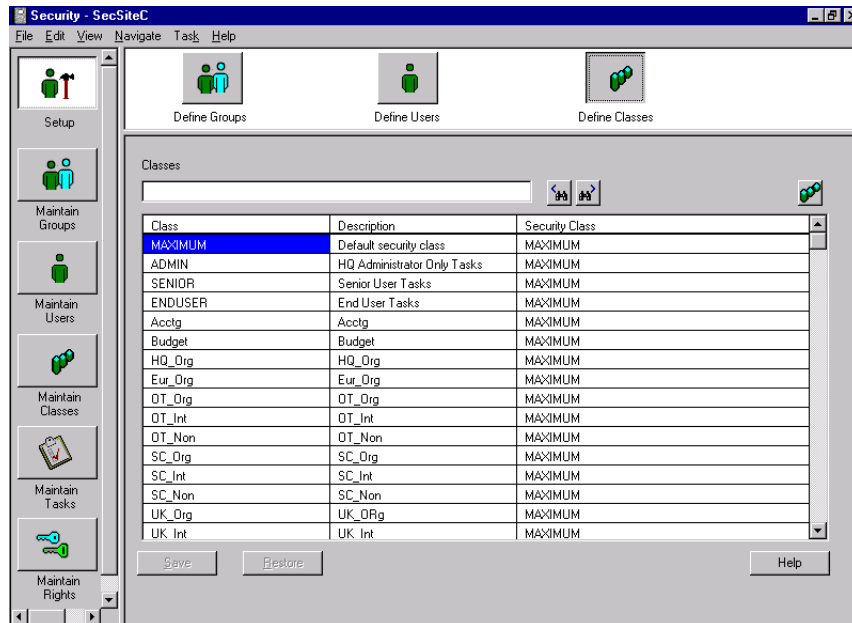
Figure 17: Define Classes Window

4. Select the first blank row in the table.

5. Type an ID and description for the security class. The security class IDs can contain up to 20 characters and the descriptions can contain up to 40 characters.

6. To select a security class for the security class do one of the following:

Tip: You can use the Classes text box to search for a class. For more information, see Search Security Desktop Lists on page 82.

● Double-click the security class cell associated with the security class. Select a security class and click **OK**.

● Type the name of the security class in the cell associated with the security class.

● Select the **Set Security Class** button and select a security class. Click **OK**.

7. Select **Save**.

Groups and Group Rights

Once you have defined groups, you can assign members to groups and groups to other groups. A user group is a set of users that has similar security requirements. You assign to each user group access rights to security classes. User group members can be individual users or user groups. Users must belong to at least one user group. When a user belongs to different user groups with conflicting access rights to the same security class, the least restrictive rights apply. For an example, see Users and User Groups on page 72.

Hyperion Enterprise provides two default user groups called HQ and UNASSIGNED. The HQ user group contains the user who created the application. The HQ user group is assigned Modify rights to the Maximum security class by default. The UNASSIGNED user group contains users that do not belong to another user group and have unassigned rights. A new user is assigned to the UNASSIGNED user group by default.

There are five access rights which you can assign to security classes for a group. When you create a user group, the system assigns the user group an access right of UNASSIGNED to all security classes in the application. You must then assign different access rights to security classes for the new user group. For more information, see Access Rights on page 73.

Users in Groups

A user group contains members, which can be users or user groups. You add and delete the members of a user group and assign access rights to security classes. By default, all members of a user group have the access rights that are assigned to the user group to which they belong.

You can override the group access rights to a security class by assigning rights to individual users. Individual rights override any access rights assigned to the user group. For more information on overriding rights of groups, see Override User Group Access on page 100.

Members can belong to more than one user group. If the access rights to a security class from two user groups are different for a user or user group, the least restrictive right applies.

Members and groups with similar security requirements can be assigned to one group or other groups. You might group users by department, function, or some other criteria.

Note: You can print a security report and view the user groups to which a user or user group belongs. For more information on running security reports, see Security Reports on page 115.

Include Users in Groups

You add users to the selected user group so that the users inherit the access rights that are assigned to the group.

➤ To assign users to groups:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Groups** object.

3. Select **Assign Group Members**.

4. From the **Select Group** tab, select the user group to which you want to add a member.

   Tip: You can use the Group text box to search for a group. For more information, see Search Security Desktop Lists on page 82

5. Select the **Include Users** tab.

6. Do one or more of the following to select a user or multiple users:

   ● From the Available Users window, select a user and select the **Include Selected Users** ⬄ button. The user you selected is displayed in the Selected Users window.

   ● To select multiple users, select the users and press the **Include Selected Users** ⬄ button.

- From the Available Users window, to select all available users select the

  Include All Users ⬚ button. The users you selected are displayed in the Selected Users window.

7. Select **Save**.

Remove Users from Groups

You can remove users or user groups from the selected user group. When you remove a member from a user group, the member is removed from the user group but not from the application. If the user does not belong to another user group, the user is assigned to the UNASSIGNED user group, which has unassigned rights to the security class.

➤ To remove users from groups:

1. Do one of the following:

   - From the Application module, select **Navigate > Security**.

   - Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Groups** object.

3. Select **Assign Group Members**.

4. From the **Select Group** tab, select the user group from which you want to remove a member.

   Tip: You can use the Group text box to search for a group. For more information, see Search Security Desktop Lists on page 82

5. Select the **Include Users** tab.

6. Do one or more of the following to remove a user or multiple users:

   - From the Selected Users window, select the user you want to remove and

     select the **Remove Selected Users** ⬚ button.

   - From the Selected Users window, select the users you want to remove and

     select the **Remove Selected Users** ⬚ button.

● From the Select Users window, to remove all users select the **Remove All Users** [⇥] button.

7. Select **Save**.

Groups in Groups

You can include and remove groups within another group. You can also assign and remove groups from another group. A group can belong to more than one group. If a group belongs to two or more groups with conflicting access rights to a security class, the least restrictive right applies.

Include Groups in Another Group

You can add groups to other groups. This allows you to assign the same group rights to the members of another group. For example, if Group 1 has modify rights and you include Group 2 in Group 1, Group 2 inherits the rights of Group 1.

➤ To include groups in other groups:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Groups** object.

3. Select **Assign Group Members**.

4. From the **Select Group** tab, select the user group to which you want to assign user groups.

   Tip: You can use the Group text box to search for a group. For more information, see Search Security Desktop Lists on page 82

5. Select the **Include Groups** tab.

6. Do one or more of the following to select and add a group or multiple groups into the current selected group:

- From the Available Groups window, select a group that you want to

  assign and select the **Include Selected Group** ⊒ button. The group you selected is displayed in the Selected Groups window.

- From the Available Groups window, select the groups that you want to

  assign and select the **Include Selected Groups** ⊒ button. The groups you selected are displayed in the Selected Groups window.

- From the Available Groups window, to select all the available groups

  select the **Include All Groups** ⊒ button. All the available groups are displayed in the Selected Groups window.

7. Select **Save**.
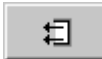
Remove User Groups from Group

You can remove user groups from a selected group. Removing user groups from a selected group restricts the access rights to certain tasks or application elements.

➤ To remove user groups from a group:

1. Do one of the following:

- From the Application module, select **Navigate > Security**.

- Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Groups** object.

3. Select **Assign Group Members**.

4. From the **Select Group** tab, select the user group from which you want to remove groups.

   Tip: You can use the Group text box to search for a group. For more information, see Search Security Desktop Lists on page 82

5. Select the **Include Groups** tab.

6. Do one or more of the following to select and remove a group or multiple groups from the current selected group:

- From the Selected Groups window, select a group and select the **Remove Selected Group** ⬅ button. The group you selected is displayed in the Available Groups window.

- From the Selected Groups window, select the groups you want to remove and select the **Remove Selected Groups** ⬅ button. The groups you selected are displayed in the Available Groups window.

- From the Selected Groups window, to select all the groups from the Selected Groups window select the **Remove All Groups** ⬅ button. All the groups are displayed in the Available Groups window.

7. Select **Save**.

Assign User Group to Other Groups

You can include a group in other groups. For example, suppose you have a group called Accounting which contains other groups related to all the accounting activity in a company. You could create another group called Bookkeeping and include the Bookkeeping group in the group called Accounting.

➤ To assign user groups to another group(s)

1. Do one of the following:

- From the Application module, select **Navigate > Security**.

- Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Groups** object.

3. Select **Assign Group Members**.

4. From the **Select Group** tab, select the user group to which you want to assign to other user groups.

> **Tip:** You can use the Group text box to search for a group. For more information, see Search Security Desktop Lists on page 82

5. Select the **Assign to Other Groups** tab.

6. Do one or more of the following to select and add a group or multiple groups that you want to assign the current selected group to:

   - From the Available Groups window, select a group and select the **Include Selected Group** ⊟ button. The group you selected is displayed in the Selected Groups window.

   - From the Available Groups window, select more than one group and select the **Include Selected Group** ⊟ button. The groups you selected are displayed in the Selected Groups window.

   - From the Available Groups window, to select all the groups select the **Include All Groups** ⊟ button. All the available groups are displayed in the Selected Groups window.

7. Select **Save**.

Remove Groups from Other Groups

You can remove groups from other groups if they no longer need to be included in other groups.

➤ To remove groups from other groups:

1. Do one of the following:

   - From the Application module, select **Navigate > Security**.

   - Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Groups** object.

3. Select **Assign Group Members**.

4. From the **Select Group** tab, select the group to which you want to remove groups.

Tip: You can use the Group text box to search for a group. For more information, see Search Security Desktop Lists on page 82

5. Select the **Assign to Other Groups** tab.

6. Do one or more of the following to select and remove a group or multiple groups from the current selected group:

● From the Selected Groups window, select a group and select the **Remove Selected Group** ⊣ button. The group you selected is displayed in the Available Groups window.

● From the Selected Groups window, select more than one group and select the **Remove Selected Group** ⊣ button. The groups you selected are displayed in the Available Groups window.

● From the Selected Groups window, to select all the groups select the **Remove All Groups** ⊣ button. All the groups in the Select Groups window are displayed in the Available Groups window.

7. Select **Save**.

Assign Access Rights to User Groups

You assign to each user group an access right to each security class in an application. The members of each user group inherit the access rights assigned to the user group. When you create a user group, the system, by default assigns the UNASSIGNED access right to all security classes. After assigning rights to the classes of the newly created user group, you can re-assign the members of the UNASSIGNED group to the new group to change the member access rights. For more information on access rights, see Access Rights on page 73.

➤ To assign access rights to user groups:

1. Do one of the following:

● From the Application module, select **Navigate > Security**.

● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

● Select **Assign Group Rights** from the **Maintain Groups** object.

● Select **Assign Group Rights** from the **Maintain Rights** object.

3. From the Select Group tab, select a group to which you want to assign access rights.

4. Select the **Assign Rights** tab.
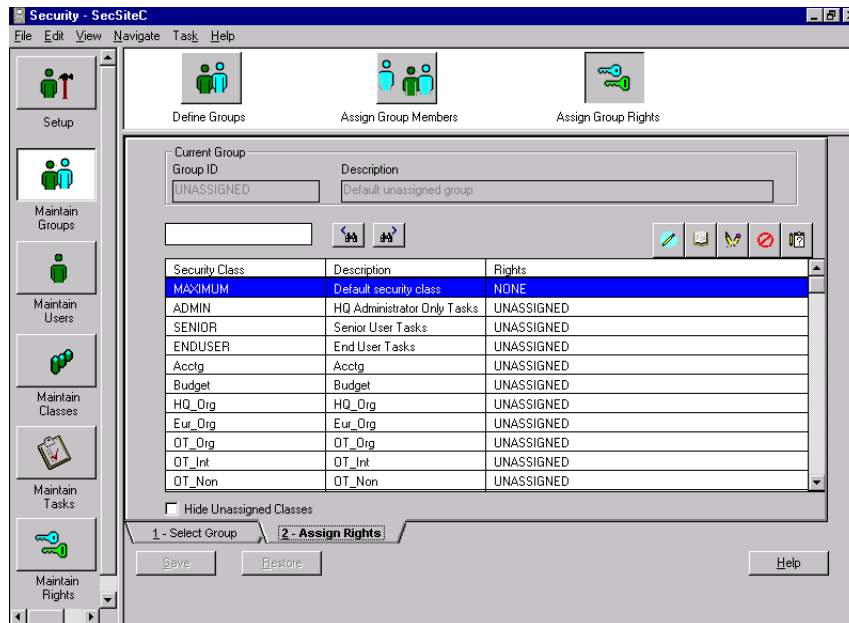
Figure 18: Assign Rights Tab

5. Select the group for which you want to designate access rights.

> **Tip:** To assign rights to multiple classes, highlight the classes and select one of the access rights.

6. Select one of the following access rights:

- Select the **Modify** button to apply modify rights to the security class.

- Select the **View** button to apply view rights to the security class.

- Select the **Limited** button to apply limited rights to the security class.

- Select the **None** button to apply none rights to the security class.

- Select the **Unassign** button for a security class if you do not want to assign any rights to a security class.

Note: If you do not want to display unassigned security classes, select the **Hide Unassigned Classes** checkbox.

7. Select **Save**.

Delete User Groups

You can delete user groups when you no longer need them. The members of the user group are not deleted from the application when you delete a user group. If you delete a user group, any member who does not belong to another user group becomes a member of the UNASSIGNED user group.

Note: You cannot delete the HQ or UNASSSIGNED user group.

▶ To delete a user group:

1. Do one of the following:

- From the Application module, select **Navigate > Security**.

- Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

- Select the **Setup** object.

- Select the **Maintain Groups** object.

3. Select **Define Groups**.

4. Select the user group you want to delete, then select **Edit > Delete**.

5. Select **Save**.

Users and User Rights

You first assign users to groups. Next, you assign rights to groups. You assign rights to groups so that user groups can access Hyperion Enterprise elements and tasks.

Hyperion Enterprise provides one default user, which is the user ID that was specified to create the application. The default user has Modify rights to the default Maximum security class. You cannot delete the default user.

You can prevent a user from accessing an application by changing the current state of the user to Locked. This setting overrides all access rights that have been previously defined for the user. This is useful when a user is inactive for a period of time or for locking users out of an application when performing system maintenance.

If a user is logged into Hyperion Enterprise when the system administrator changes their status to Locked receive the message "Your security status is locked. Please log off application." everytime they enter a new module, or when they select a new POV. However, they can still resume their work. Once they exit the application they are unable to log back in until the user is unlocked. Users that are logged in outside of Hyperion Enterprise, for example, Autopilot, Allocations, Retrieve, etc. are not affected, however users are not able to access these modules once they exit if their user ID has been locked. For more information, see Restrict User Access to Applications on page 101.

Override User Group Access

You can override the group access rights that individual users have to a security class. You might want to assign certain users different access rights than the access rights assigned to the user group to which they belong. The access rights you assign to the user override the access rights inherited from the user group. You can assign overrides only to individual users, not to user groups.

For example, suppose you want to broaden the access rights of a specific user who belongs to a user group that has only View access to the Medium class. You can assign the user Modify access to the Medium class for that user so that the user can perform tasks or change data. For more information, see Assign Rights To Users on page 107.

Restrict User Access to Applications

You can prevent a user from accessing an application by changing the user's current state to Locked. This setting overrides all other access rights. This is useful when a user is inactive for a period of time. The Lock/Unlock toggle button is used to reverse the selected user's current state. You can select a single user or consecutive multiple users and change the current state.

Note: When you extract security, the current state information is not copied to the ASCII text file. This means that if you use the text file to rebuild an application, all users who had the state of Locked at the time of the extract will have the state of Unlocked. This prevents the active user from locking themselves out of the application permanently.

For more information on restricting users from specific Hyperion Enterprise tasks and application elements, see Access Rights on page 73.

➤ To restrict user access to an application:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Users** object.

3. Select **Define Users** and select one or more users whose status you want to change.

4. Do one of the following:

   ● Type **Locked** in the Current State column.

      Note: You cannot change the state for multiple users by typing Locked. You must use the Lock/Unlock toggle button to change the state of multiple users.

   ● Select a single user or multiple users and select the **Lock/Unlock** toggle button. If you selected multiple users, the lock/unlock toggle button changes the current state from locked to unlocked or vice versa.

5. Select **Save**.

Assign Passwords

You assign passwords to users so that they have access to Hyperion Enterprise applications, elements, and tasks. You cannot view passwords, but if a user forgets a password, you can assign a new one. After you assign new passwords, users can change their passwords.

Passwords are case-sensitive. If you set up the password using uppercase letters, than the user must use uppercase letters when logging on. For more information, see *Hyperion Enterprise Getting Started.*

➤ To assign a password:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Users** object.

3. Select Define Users and select the user for whom you want to assign a new password.

4. Click the **change password** button . The Change Password dialog box displays.

Figure 19: Change Password Dialog Box

5. Type a new password and confirm the new password.

6. Select **OK**.

Set Password Expiration

You can set the expiration date of users' passwords. A user who has modify rights to the Security module can also set the number of days that a password is valid.

Note: The password expires "X" days after the user ID password is created. If you create user IDs on different days, their password also expires on different days.

Password expiration is checked whenever you access the following:

● Security module

● Hyperion Enterprise (Start menu, Application module, Administration Tools)

> **Note:** It is not checked when logging into AutoPilot, LedgerLink, or any Reporting product.

If the password expiration has been set, on the day that the password is due to expire, the user is forced to change their password when they try to log on to Hyperion Enterprise or the Security module.

Users can also change their password from the **File > Change Password** menu option of the Hyperion Enterprise desktop.

➤ To set password expiration:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select **Task > Set Password Expiration**.

3. Select **Use Password Expiration**.

Figure 20: Set Password Age Dialog Box

4. In the **Password Age in Days** text box, enter the number of days that passwords are valid.

5. Select **OK**.

Assign Users to Groups

You can assign users to groups. Users can belong to more than one group.

➤ To assign users to groups:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Users** object.

3. Select **Assign User Membership**.

4. From the **Select User** tab, select the user you want to assign to one or more user groups.

   Tip: You can use the User text box to search for a user. For more information, see Search Security Desktop Lists on page 82.
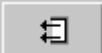
5. Select the **Include In Groups** tab.

6. Do one or more of the following:

   ● To add the user to a group, from the Available Groups window, select a group and select the **Include Selected Group** ⊟ button. The group you selected is displayed in the Selected Groups window.

   ● To add the user to a group, from the Available Groups window, select the groups and select the **Include Selected Group** ⊟ button. The groups you selected are displayed in the Selected Groups window.

   ● To add the user to all available groups, from the Available Groups window, select the **Include All Groups** ⊟ button. The groups are displayed in the Selected Groups window.
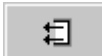
7. Select **Save**.

Remove Group Assignments from Users

You remove users from a group when they no longer need access to the group.

➤ To remove group assignments from users:

1. Do one of the following:

- From the Application module, select **Navigate > Security**.

- Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Users** object.

3. Select **Assign User Membership**.

4. From the **Select User** tab, select the user that you want to remove from a group.

> **Tip:** You can use the User text box to search for a user. For more information, see Search Security Desktop Lists on page 82

5. Select the **Include In Groups** tab.

6. Do one or more of the following to select and remove a user from one or more groups:

- From the Selected Groups window, select a group and select the **Remove Group** button. The group you selected is displayed in the Available Groups window.

- From the Selected Groups window, select the groups and select the **Remove Group** button. The groups you selected are displayed in the Available Groups window.

- From the Selected Groups window, to remove all groups select the **Remove All Groups** button. The groups are displayed in the Available Groups window.

7. Select **Save**.

Assign Rights To Users

You assign an access right to each class for a user in an application. There are two types of rights which you assign to a user; user rights and group rights. In the figure included in the procedures below, there are two columns which display these rights. The Rights column contains the specific access rights that you assign to the user for a security class. The access rights that you assign to a user override the rights for the group(s) the user belongs to. The Effective Rights are the group rights the user derives from being assigned to a group. If a user belongs to multiple groups, the least restrictive rights apply. When you create a user, the system assigns the UNASSIGNED access right to all security classes for that user.

For example, in the figure contained in the procedures below we have the following scenarios:

- If a user has MODIFY rights in the Rights and Effective Rights columns, then the user Admin has MODIFY rights specifically assigned to them. Since these rights override any group rights, the derived Effective Rights are MODIFY.

- For users with UNASSIGNED in the Rights column and VIEW or LIMITED in the Effective Rights column, then the user does not specifically have rights assigned to them, rather, they belong to a group that has VIEW or LIMITED rights.

- The columns with 'UNASSIGNED' in both mean that the user has not been assigned any user rights or group rights.

➤ To assign rights to a user:

1. Do one of the following:

    - From the Application module, select **Navigate > Security**.

    - Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

    - Select the **Maintain Users** object.

    - Select the **Maintain Rights** object.

3. Select **Assign User Rights**.

4. Select a user from the **Select User** tab.

5. Select the **Assign Rights** tab.
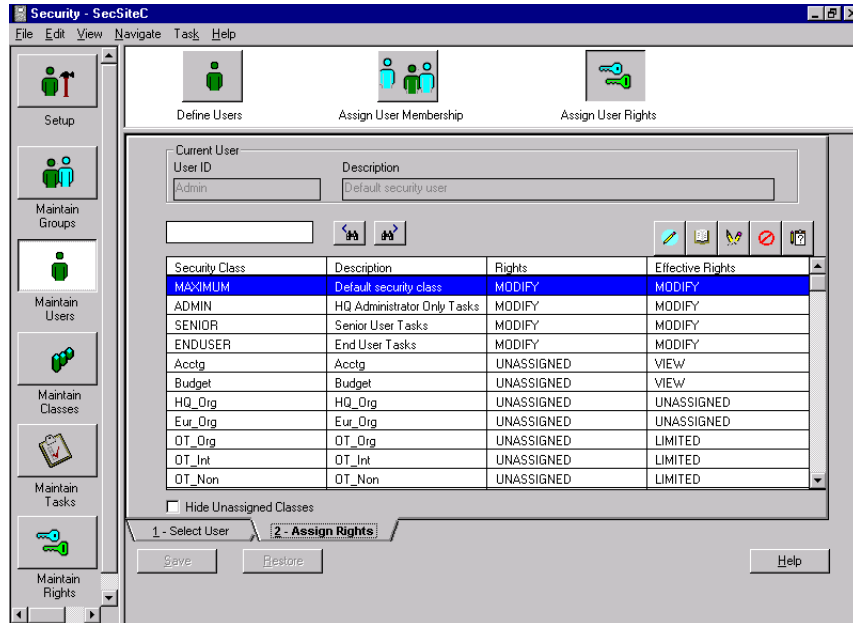
Figure 21: Assign Rights Tab

6. Select the security class for which you want to assign the user and group access rights.

> **Tip:** You can use the text box above the table in the workspace area to search for a security class. For more information, see Search Security Desktop Lists on page 82

7. Select one of the following access rights for the selected security class:

- Select the **Modify** button to apply modify rights to the security class.

- Select the **View** button to apply view rights to the security class.

- Select the **Limited** button to apply limited rights to the security class.

- Select the **None** ⊘ button to apply none rights to the security class.

- Select the **Unassign** 🔲 button for a security class if you do not want to assign any rights to a security class.

Note: If you do not want to display unassigned security classes, select the **Hide Unassigned Classes** checkbox.

8. Select **Save**.

Delete Users

You can delete users when you no longer need them. When you delete users, they are also removed from user groups. You cannot delete the Default user.

Instead of deleting users, you can lock specific users from the application. This gives you the flexibility of reactivating the users. For more information see .

▶ To delete a user:

1. Do one of the following:

   - From the Application module, select **Navigate > Security**.

   - Select **Start > Programs > Hyperion > Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Users** object.

3. Select **Define Users,** select one or more users that you want to delete, then select **Edit > Delete**.

4. Select **Save**.

Assign Class Rights to Security Classes

When you set up security, you assign security classes to items and then assign user groups access rights to these classes. Security classes are sets of securable items classified by job function, department, or criteria based on the design of an

application. User groups have varying levels of access rights to security classes in an application. Individual users can also have specific access rights to security classes that override the access rights assigned to the user group to which the users belong.

Hyperion Enterprise is installed with a default security class called Maximum. The Maximum security class initially includes all tasks in Hyperion Enterprise. You need to create more security classes and assign default classes to users before you begin building an application.

After you create security classes, you can assign Hyperion Enterprise tasks to security classes. You assign application elements to security classes as you create them.

Note: To limit the number of users who can modify the attributes of the security class, you must assign a security class for each security class.

When you define a security class, its access rights are set to UNASSIGNED.

Assign Class Rights

When you assign class rights, you are assigning the access rights that each group has to the selected security class. For more information on security class rights, see Access Rights on page 73.

➤ To assign class rights:

1. Do one of the following:

    ● From the Application module, select **Navigate > Security**.

    ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Do one of the following:

    ● Select the **Maintain Classes** object.

    ● Select the **Maintain Rights** object.

3. Select **Assign Class Rights**.

4. Select a security class from the workspace area by selecting the **Select Security Class** tab.

5. Assign security class rights to the security class by selecting the **Assign Rights** tab.
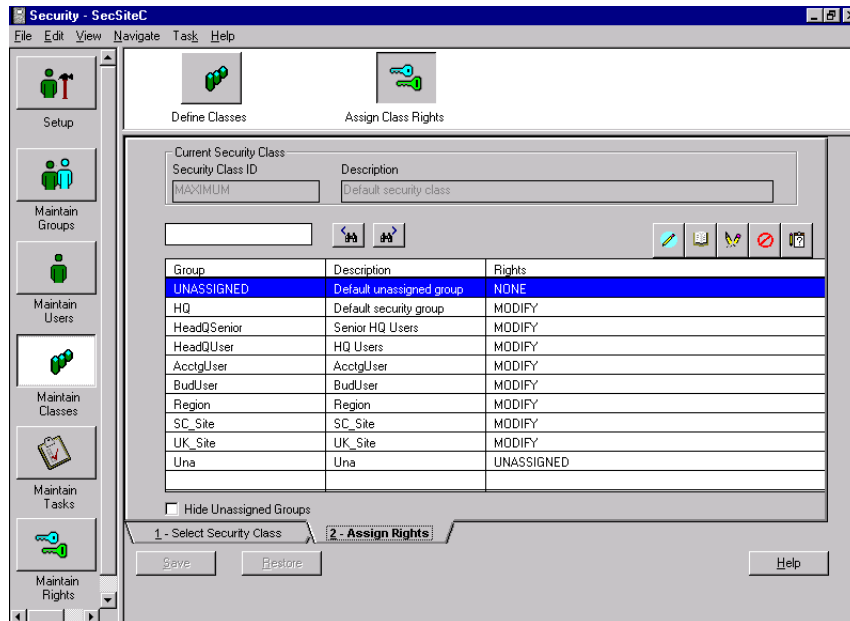
Figure 22: Assign Rights Tab

6. Select one of the following access rights for the selected security class:

● Select the **Modify** button to apply modify rights to the security class.

● Select the **View** button to apply view rights to the security class.

● Select the **Limited** button to apply limited rights to the security class.

● Select the **None** button to apply none rights to the security class.

- Select the **Unassign** ![button] button for a security class if you do not want to assign any rights to a security class.

Note: If you do not want to display unassigned groups, select the **Hide Unassigned Groups** checkbox.

7. Select **Save**.

Set Security Classes for Hyperion Enterprise Tasks

Hyperion Enterprise tasks are assigned security classes. Based on the rights you have given to the security class, a user or user group can then access Hyperion Enterprise tasks.

You can classify tasks and application elements into security classes. Tasks are the actions that you perform from menus and dialog boxes. For example, Load Data is a securable task. Application elements are the items that you create to hold your application data, such as accounts, categories, entities, and methods. You assign a security class to an application element in the Hyperion Enterprise window where the element is created. For example, when you create an account, you assign the element a security class in the Chart of Accounts window. Every user is assigned a default security class in the Application Preferences dialog box. This default class is assigned to any element that the user creates. For more information on assigning a default security class, see *Hyperion Enterprise Getting Started*.

A task or application element can belong to only one security class at a time. You cannot delete a class unless it is empty (no tasks assigned to it), and you cannot copy security classes.

The application modules, for example entities, accounts, and categories are assigned to a security class. In order for a user to enter a module, the user must have Modify, Limited, or View access to the module. For example, if a user needs rights to the Add an Account task, they need to have Modify rights to the Accounts module and Account task. For modules and tasks, the most restrictive rights apply. If a user has View rights to the Database module and Modify rights to the Load Data task, the user will not be able to load data until they are given Modify rights to the Database module.

Security is determined and based on the access rights assigned at a module level to determine the access to the tasks in that module. For a user to be able to perform a task in a module, the user must have MODIFY rights to the module. You can then assign more restrictive rights (VIEW, LIMITED or NONE) to specific module tasks that the user should not perform.

Assign Security Classes to Tasks

You assign security classes to the securable tasks. You can group tasks by security classes. You then can assign access rights for a user group to the security class rather than assigning access rights to each task individually. For example, you can group tasks to be performed by users who are not system administrators into a security class called DataEntry. You might include entering schedules and journals and running reports in the DataEntry security class. You could then assign the Staff user group Modify rights to the DataEntry security class. Staff users can enter data in schedules and journals and run reports.

➤ To assign security classes to tasks:

1. Do one of the following:

    ● From the Application module, select **Navigate > Security**.

    ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select the **Maintain Tasks** object.
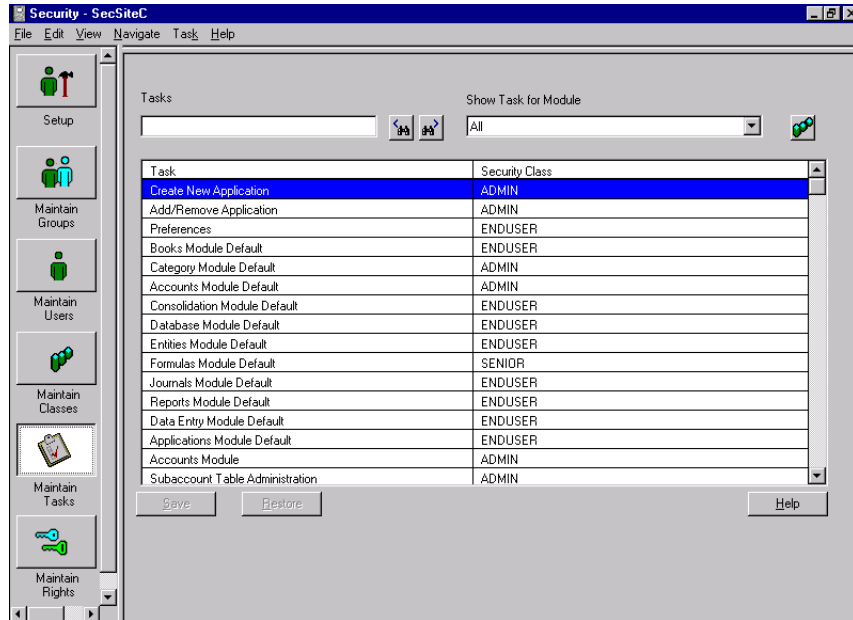
Figure 23: Maintain Tasks object

3. Select the task to which you want to assign a security class.

    Tip: You can use the Tasks text box above the table in the workspace area to search for a task. For more information, see Search Security Desktop Lists on page 82

4. To view only the tasks for a particular object, select an object from the Show Tasks for Module drop-down list box.

5. Do one of the following:

- Double-click the security class cell, select a security class from the Select Security Class dialog box, then select **OK**.

- Type the name of the security class in the cell associated with the security class.

- Select the Set Security Class button, select a security class from the Select Security Class dialog box, then select **OK**.

6. Select **Save**.

Security Reports

You can run the following reports:

- Access Rights Reports

- Task Reports

- Application Element Reports

You can use these reports to view your security definitions. You select the content and format of security reports, and then preview or print the reports. For more information on changing the page format or page setup or on printing or previewing, see *Hyperion Enterprise Getting Started.* For information on selecting or setting up a printer, see the *Microsoft Windows User's Guide.*

4

Run Access Rights Reports

You run the Access Rights report to determine the security classes, user groups, users, group rights, member rights, and effective rights for specific users or user groups. You can print the report, or you can preview the report on screen before printing.

➤ To run the Access Rights report:

1. Do one of the following:

- From the Application module, select **Navigate > Security**.

- Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select **Task > Run Security Report > Access Rights Report**.

3. Specify whether to print the report for individual users or for user groups.

4. Select the specific users or user groups for the report.

5. Select the security attributes to print.

6. Do one of the following:

- Select **Print** to send the report to a printer.

- Select **Preview** to view the report in the Preview window.

7. Select **Close**.

Run Task Reports

You use the Task report to determine the tasks that are assigned to a specific security class. You can print the report, or you can preview the report on screen before printing. For more information on changing the page format or page setup or on printing or previewing, see *Hyperion Enterprise Getting Started.* For information on selecting or setting up a printer, see the *Microsoft Windows User's Guide.*

➤ To run the Task report:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select **Task > Run Security Report > Task Report**.

3. Select a security class.

4. Do one of the following:

   ● Select **Print** to send the report to a printer.

   ● Select **Preview** to view the report in the Preview window.

5. Select **Close**.

Run Application Element Reports

You use the Application Element report to determine the application elements that are assigned to a specified security class. You can print the report, or you can preview the report on screen before printing. For more information on changing the page format or page setup or on printing or previewing, see *Hyperion Enterprise Getting Started.* For information on selecting or setting up a printer, see the *Microsoft Windows User's Guide.*

➤ To run the Application Element report:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

- Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select **Task > Run Security Report > Application Element Report.**

3. Select a security class.

4. Select whether you want to print the following in the report:

    - Application Element

    - Application Element Description

    - Both Application Element and Application Element Description.

5. Do one of the following:

    - Select **Print** to send the report to a printer.

    - Select **Preview** to view the report in the Preview window.

6. Select **Close**.

Load Security

When you load security, all security data is replaced with existing data. This allows users to edit security in a text editor. You can load an entire ASCII security text file, or you can load only specified sections from a file. For example, you can load the user definitions from an application text file without loading any other sections that the file contains.

Before you load security, make sure that the security load file does not include the user name of the user who is loading the file. The security load overwrites the security rights for the user who is loading the security.

Note: Passwords are extracted as encrypted in an ASCII file. These cannot be edited in an ASCII file.

When you rebuild an application from ASCII security text files, you must load security first. If you do not load security before you load the application elements from the application load file, only application elements that have a security class of Maximum are loaded into the new application.

If you are loading security for an application containing a user group within another user group (a "subgroup"), you may need to edit the ASCII load file before you load. The "subgroup" must appear in the ASCII load file before the user group

that contains it. For example, the load file for an application with the user group Accounting that contains a subgroup called Journal_Entry must be set up in the following order:

```
[Journal_Entry]
user1
user2
[Accounting]
Journal_Entry
user3
user4
```

If you are using server-based processing to load security, a window appears that shows the loading progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while the server is processing. The window closes when the server finishes processing or an error message appears.

➤ To load security:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select **Task > Load Security**.

3. Type the ASCII security text file name that you want to load or select **Browse** to find the file.

4. To use a delimiter other than the exclamation point (!) type the character in the Delimiter edit box.

   Note: If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

5. Select the sections of the file to load, then select **OK**.

Extract Security

You can extract all security from the application or only some of the security definitions to a text file to edit the definitions in a text editor or to keep a backup copy. The security definitions you can choose to extract are users and groups, access right, security class, and task. When you make changes to security using Hyperion Enterprise, you can extract security again to update the backup file.

When you extract security to edit users in a separate text editor, you must extract both users and user groups. If you extract only users, all user groups are lost when you reload security.

When you extract security, the current status information and passwords are included, however the passwords are encrypted. Passwords for individual users are copied to the ASCII security text file and are encrypted. Existing passwords are overwritten when the ASCII file is loaded back into the application. If you use this text file to rebuild an application, all users who had the status of Locked at the time of the extract have the status of Unlocked.

Note: Do not attempt to modify the encrypted version of the password in the extract file or you will be unable to log in to the application with the original user ID and password combination. You can modify a Hyperion Enterprise user password through the Hyperion Enterprise Security module. For more information, see Assign Passwords on page 102.

The User ID that was used to create the application is extracted and, if you try to load the default user, you cannot change the security class, password, or description.

If you are using server-based processing to extract security, a window appears that shows the extracting progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while the server is processing. The window closes when the server finishes processing or an error message appears.

➤ To extract an application:

1. Do one of the following:

   ● From the Application module, select **Navigate > Security**.

   ● Select **Start > Programs > Hyperion >Enterprise 5.5 > Hyperion Enterprise Security Module**.

2. Select **Task > Extract Security**.

3. Type an extract file name, or select **Browse** to find the file.

4. To use a delimiter other than the exclamation point (!) type a character in the Delimiter edit box.

   Note: If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

5. Select the sections of security to extract, then select **OK.**

Securable Application Elements

You can assign security classes to the following application elements:

- Accounts
- Account conversion tables
- Account groups
- Account lists
- Books
- Book sets
- Categories
- Codes
- Currency
- Database formats
- Entity
- Entity conversion tables
- Entity lists
- Formulas
- Intercompany matching groups
- Journals
- Organizations

- Reports

- Report sets

- Rollovers

- Schedules

- Security

- Single-User mode

- Subaccounts

- Subaccount tables

- Subentities

- Substructures

Securable Hyperion Enterprise Tasks

This section lists the securable Hyperion Enterprise tasks. You can assign security classes to these tasks. Typically, you assign a security class to several tasks, then you assign access rights to the security class for a user or user group. The Modify or None access rights work consistently for all tasks. However, the way View and Limited access rights work depend on the task.

For example, if you assign the Journals Module to the security class Medium, and then assign User1 access rights of View or Limited to this class, the user has the following access rights:

- View or Limited rights to the Journals Module. The File > New Journal option is disabled.

Security is determined and based on the access rights assigned at a module level to determine the access to the tasks in that module. For a user to be able to perform a task in a module, the user must have MODIFY rights to the module. You can then assign more restrictive rights (VIEW, LIMITED or NONE) to specific module tasks that the user should not perform.

For example, for a user to be able to perform a task in a module, the user must have MODIFY rights to the module. You can then assign more restrictive rights (VIEW, LIMITED, or NONE) to specific module tasks that the user should not perform.

The following tables list the securable Hyperion Enterprise tasks for each module and describes how View or Limited access rights affect each task. In addition to the information in the table, the View and Limited access rights always have the following effects:

● View access allows you to view data and application elements.

● Limited access to entities, subentities, accounts, subaccounts, or categories allows you to view the attributes of an element but not the data. Limited access to any other element, allows you to view data and application elements.

Table 5: Securable Tasks for Accounts

For this Securable Task...	If you have View or Limited access rights, then...
Accounts Module	• You cannot edit accounts, tables, or insert an account or account group. • The Edit menu commands are disabled.
Subaccount Table Administration	• All Edit menu commands are disabled except for the Edit > Find Subaccount command. • You cannot edit the IDs or descriptions of the subaccounts in the subaccount table.
Account Conversion Table Administration	• You cannot edit the account conversion tables. • All Edit menu commands are disabled except for the Edit > Find command.
Account List Administration	• You cannot create an account list. • The Edit menu commands are disabled.
Intercompany Group Administration	• You cannot update the list. • The Edit > Insert Row and Edit > Delete Row commands are disabled.

Table 6: Securable Tasks for Applications

For this Securable Task...	If you have View or Limited access rights, then...
Applications Module	• The Task > Load Application command is disabled.
Security Administration	• The Task > Load Security command is disabled.
Load Application	• The Task > Load Application command is disabled.
Extract Application	• You are given Modify access rights.
Load Page Format and Setup	• The Task > Load Page Format and Setup command is disabled.
Extract Page Format and Setup	• The Task > Extract Page Format and Setup command is enabled.
Run Rollovers	• The Task > Run Rollovers command is disabled.
Code Administration	• You cannot edit codes or the security classes for the codes.
Clear Error Log	• You cannot clear the error log.

Table 7: Securable Tasks for Books

For this Securable Task...	If you have View or Limited access rights, then...
Run Books	• You are given Modify access rights.
Book Script Editor	• You can run books. • You cannot edit book scripts.
Books Module	• You can run books.
Manage Book Sets	• You cannot edit book scripts. • You can view Book sets, but cannot add or edit them.

Table 7: Securable Tasks for Books (Continued)

For this Securable Task...	If you have View or Limited access rights, then...
Books Launch Hyperion Reporting	• You can launch Hyperion Reporting.
Modify Book Page Format and Settings	• You cannot modify format and settings. • You can view format and settings.

Table 8: Securable Tasks for Categories

For this Securable Task...	If you have View or Limited access rights, then...
Category Module	• You cannot create a category. • The Edit menu commands are disabled.
Rollover Set Administration	• You cannot create or modify a rollover set.

Table 9: Securable Tasks for Consolidation

For this Securable Task...	If you have View or Limited access rights, then...
Consolidation Module	• The Consolidation menu commands are disabled.
Consolidate All	• The Task > Consolidate All menu command is disabled.
Consolidate All with Data	• The Task > Consolidate All with Data menu command is disabled.
Consolidate All Impacted	• The Task > Consolidate All Impacted menu command is disabled.
Run I/C Matching Reports	• The Task > Run Intercompany Matching Reports menu command is disabled.

Table 10: Securable Tasks for Data Entry

For this Securable Task...	If you have View or Limited access rights, then...
Data Entry Module	• The Task > Set Schedules Options and File > New Schedule commands are enabled. • The Edit > Cut command is disabled.
Schedules Calculate Formulas	• You are given Modify access rights. • The Task > Calculate Formulas command is disabled.
Schedules Administration	• The File > New Schedule command is disabled.

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Table 11: Securable Tasks for Database

For this Securable Task...	If you have View or Limited access rights, then...
Database Module	• The Edit menu commands are disabled. • The Task > Set Database Options command is disabled.
Load Data	• The Task > Load Data command is disabled.
Extract Data	• You can extract data.
Lock Data	• The Task > Lock Data command is disabled.
Unlock Data	• The Task > Unlock Data command is disabled.
Lock Journal	• The Task > Lock Journal command is disabled.
Unlock Journal	• The Task > Unlock Data command is disabled.
Calculate Formulas	• The Task > Calculate Formulas command is disabled.
Erase Data	• The Task > Erase Data command is disabled. • You cannot access Set No Data to Zero menu item.

Table 11: Securable Tasks for Database (Continued)

For this Securable Task...	If you have View or Limited access rights, then...
Format Administration	• You cannot change the format attributes.
Extract Only Locked Data	• You are given Modify access rights.
Extract Consolidation Detail	• You can extract consolidation detail when using the DSM.
Clear Invalid Consolidation Detail	• The Task > Clear Invalid Consolidation Detail is disabled.
Journal Posting Lock	• You cannot place a journal posting lock or remove a journal posting lock on any entity parent combination.
Journal Posting Unlock	• You cannot place a journal posting unlock or remove a journal posting unlock on any entity parent combination.

Table 12: Securable Tasks for the Desktop

For this Securable Task...	If you have View or Limited access rights, then...
Create New Application	• You cannot view anything. • The File > Desktop command is disabled.
Add/Remove Application	• The File > Open Application command is disabled.
Preferences	• You can view the user and application preferences. • The File > Preferences command is disabled.
Books Module Default	• All the tasks within the Books module are set to View or Limited.
Category Module Default	• All tasks within the Category module are set to View or Limited.

Table 12: Securable Tasks for the Desktop (Continued)

For this Securable Task...	If you have View or Limited access rights, then...
Accounts Module Default	• All tasks within the Accounts module are set to View or Limited.
Consolidation Module Default	• All tasks within the Consolidation module are set to View or Limited.
Database Module Default	• All tasks within the Database module are set to View or Limited.
Entities Module Default	• All tasks within the Entities module are set to View or Limited.
Formulas Module Default	• All tasks within the Formulas module are set to View or Limited.
Journals Module Default	• All tasks within the Journals module are set to View or Limited.
Reports Module Default	• All tasks within the Reports module are set to View or Limited.
Data Entry Module Default	• All tasks within the Data Entry module are set to View or Limited.
Applications Module Default	• All tasks within the Applications module are set to View or Limited.

Table 13: Securable Tasks for Entities

For this Securable Task...	If you have View or Limited access rights, then...
Currency Administration	• You cannot create or edit currencies.
Entity Conversion Table Administration	• You cannot create or edit an entity conversion table.

Table 13: Securable Tasks for Entities (Continued)

For this Securable Task...	If you have View or Limited access rights, then...
Entity List Administration	• You cannot create or edit an entity list.
Entities Module	• The File > New Organization command is disabled.
Load Shares	• The Task > Load Shares command is disabled.
Extract Shares	• The Task > Extract Shares command is disabled.
Edit Shares	• The Edit > Shares command is disabled.
Calculate Ownership	• The Task > Calculate Ownerships command is disabled.
Substructure Administration	• The Navigate > Substructures command is disabled.
Update Intercompany Dependents	• The Task > Update Intercompany Dependents is disabled.

Table 14: Securable Tasks for Formulas

For this Securable Task...	If you have View or Limited access rights, then...
Formulas Module	• You cannot create or delete a formula. • You can extract formulas and set Formula Options.
Custom Function Administration	• You cannot create a custom function.
Update Rule Administration	• The Navigate > Update Rules command is disabled.

Table 15: Securable Tasks for Hyperion Retrieve

For this Securable Task...	If you have View or Limited access rights, then...
Export in Retrieve	A message "Access Denied" is displayed when you select this menu option.

Table 16: Securable Tasks for Journals

For this Securable Task...	If you have View or Limited access rights, then...
Journals Module	• The File > New Journal command is disabled.
Review Journal	• The Task > Review Journals command is disabled.
Post Journal	• The Task > Post Journals command is disabled.
Unpost Journal	• The Task > Unpost Journals command is disabled.
Load Journals	• The Task > Load Journals command is disabled.
Load Posted Journals	• You cannot load posted journals.
Extract Journals	• The Task > Extract Journals command is disabled.
Apply Recurring Template	• The Task > Apply Recurring Template command is disabled.
Open Period	• The Task > Open Period Template command is disabled.
Journal Production Reports	• You are given Modify access rights.
Edit Posted Journals	• The Edit button is disabled in the Journals window.
Reverse Journals	• The Reverse button is disabled in the Journals window.
Parent Level Adjustments	• The Parent options are disabled.
Auto-reversing Journals	• The Auto-reversing option is disabled.

Table 16: Securable Tasks for Journals (Continued)

For this Securable Task...	If you have View or Limited access rights, then...
Unbalanced	• The Unbalanced attribute option is disabled.
Balanced	• The Balance attribute option is disabled.
Balanced By Entity	• The Balanced By Entity attribute option is disabled.
Future Periods Post	• The Affects Future Periods options are disabled in the Journals window.

Table 17: Securable Tasks for Reports

For this Securable Task...	If you have View or Limited access rights, then...
Launch Hyperion Reporting	• The Launch Hyperion Reporting task is disabled in the Reports module.
Reports Module	• You can edit reports. • You cannot delete reports.
Run Reports	• You are given Modify access rights.
Report Script Editor	• You cannot change report scripts.
Manage Report Sets	• The Manage Reports and Books task is disabled in the Reports module.
Modify Report Page Format and Settings	• The Page Format and Page Setup tasks are disabled.

Table 18: Securable Tasks for Client Server

For this Securable Task...	If you have Modify, View or Limited access rights, then...
Send Broadcast Message to User	• You can send a broadcast message.
Set the Application as Read-Only	• You can place application into Read-Only mode.
Set the Application as Single User	• You can place the application into Single User mode.

4

Defining Basic Elements

About Defining Basic Elements

Basic elements are the parts of a Hyperion Enterprise application that you define to form the structure of the application. This chapter explains how you define the categories, rollovers, codes, and currencies for an application. In addition to the basic elements covered in this chapter, the basic elements of an application also include entities, accounts, account and entity conversion tables, and account and entity lists. Although you can add or modify basic elements at any time, you typically define them before you enter data in an application.

You use the following windows to define basic elements:

- You use the Categories window in the Categories module to define the categories used to store data values in periods.

- You use the Rollovers window in the Categories module to define rollovers to move data from one category to another.

- You use the Codes window in the Application module to define codes to group and filter accounts, entities, methods, and journals.

- You use the Currencies window in the Entities module to define currencies for entities.

Find Basic Elements

You can locate a specific currency in the Currencies window, a specific category in the Categories or Rollovers window, or a specific code in the Codes window. This might be faster than scrolling through the entire Currencies, Categories, Rollovers, or Codes Table.

➤ To find a basic element:

1. Do one of the following:

   ● From the Currencies window, select **Edit > Find Currency**.

   ● From the Categories or Rollovers window, select **Edit > Find Category**.

   ● From the Codes window, select **Edit > Find Code**.

2. Type a currency, category, or code ID or select one from the list.

   Tip: To display the first currency, category, or code that matches your entry, type the first letters of the ID in the edit box. To highlight the next currency, category, or code that matches your entry, select **>>**.

3. Select **OK**.

Categories

Categories are groups that define the types of data an application uses. You use categories to store data in different reporting requirements. You can define any number of categories for an application. For example, if you want to maintain budget data, last year's data, five-year historical data, and actual data, you can set up four categories for the application.

When you define a category, you assign it a set of attributes, such as the number of periods it contains, the number of periods per year, and its starting period. Periods are units of time for which the system stores financial data. The frequency of a category determines how many equal periods are in a year for that category. For example, a category with a weekly frequency has 52 periods in a year.

You use the Categories window in the Categories module to set up categories in an application. After you set up categories, you can set up rollovers, which move data from one category to another on a periodic basis. For more information on rollovers, see Rollovers on page 145.

Categories Window

You use the Categories window to define the categories an application uses. You can use a menu command to quickly locate a category. For more information, see . You can also print or preview category information. For more information, see *Hyperion Enterprise Getting Started.*

The following figure shows the Categories window.

Figure 24: Categories Window

Category Table

The Category Table shows the IDs and descriptions of the categories in the application. The Categories window consists of two tabs that show the category attributes for the highlighted category.

For more information on working with tables, see *Hyperion Enterprise Getting Started.*

Setup Tab

The Setup tab shows the options that are required to define a category, such as its frequency, start period and year, the number of periods, and data view. This tab is shown in the previous figure.

Options Tab

The Options tab shows options that further define the category, such as its code, prior category, and scale. This tab is not shown in the previous figure.

Category Setup

You set up the categories for your application by defining and deleting categories and assigning their attributes. Your company's reporting requirements determine the categories you define. You can modify category attributes at any time.

You can delete categories that you no longer use if they do not contain data. For example, suppose your budgeting cycle contains three distinct phases. You might create three categories to keep the budget phases separate. After your budget cycle is finished, you might want to delete the three phase categories and maintain only the final budget. For more information on removing the data from a category, see the *Hyperion Enterprise User's Guide.*

You cannot delete a category that is defined as the prior category for another category. For example, if the Last Year category is the prior category for Actual, you must remove Last Year from Prior Category attribute of the Actual category before you can delete it.

If you delete a category that appears in a rollover set, you must also delete it from the rollover set. If you run a rollover set that references a category that no longer exists, an error message appears. For more information, see Define Rollover Sets on page 151.

Note: Deleting a category invalidates any method that references the category. To verify whether a method is valid, you can check the method. For more information, see Check Methods on page 273.

For more information on deleting categories, see *Hyperion Enterprise Getting Started.*

Category Attributes

Category attributes determine how the system displays, processes, and organizes data in the category. Data is organized by periods and frequencies. Using category attributes, you can set the number of periods a category contains and the number of periods per year for which it stores data.

When you add a category to the Category table, you can change the attributes the system assigns to that category. You can change any attribute for a category that does not contain data or is not defined as a prior category for another category. If the category contains data or is assigned as a prior category, you can change only its ID, description, security class, and Missing Data as Zero attributes. For more information, see Define Categories on page 145.

Here are the category attributes:

- Frequency

- Start Period

- Start Year

- Number of Periods

- Data View

- Missing Data as Zero

- Data Path

- Scale

- Prior Category

- Journal Numbering

- Allow Proportion and Elimination Detail

Note: Changing the ID after the category is saved in the Categories window invalidates any method that uses the category ID. To verify whether a method is valid, you can check the method. For more information, see Check Methods on page 273.

Frequency

The frequency determines the number of periods for which the category stores data. The frequency and the number of periods determine the length of time for which you can collect data. For example, if the frequency is quarterly, and there are eight periods in the category, you can store two years of data. You assign one of the following frequencies to each category:

- Daily

- Weekly

- Monthly

- Quarterly

- Trimester

- Half-Yearly

- Yearly

The frequency of the category determines the defaults for the Start Period and Number of Periods attributes. For example, if you select a frequency of quarterly, the Number of Periods default changes to 4, and the Start Period default changes to 1st Quarter.

For more information on changing the frequency in schedules, see the *Hyperion Enterprise User's Guide.* For more information on changing the frequency in reports and books, see the *Hyperion Reporting User's Guide*. For more information on changing the frequency in the Database window, see the *Hyperion Enterprise User's Guide.*

Start Period

The start period is the period in which you begin storing data. The start period is generally the period at the beginning of a fiscal year, but you can use any period in the year. The start period also depends on the frequency of the category. For example, if you select Monthly as the frequency, you must select a specific month, as opposed to a week or quarter, as the start period.

Start Year

The start year is the year of the first period in the category. For example, if the category contains data for the current year only, you assign the current year as the start year. For a category that stores more than one year of data, you enter the year

that the data begins. For example, if your fiscal year runs from July 1998 through June 1999, the start year for a category is 1998. You must enter four digits for the start year.

Number of Periods

When you define a category, you specify the number of periods for which it will contain data. You base the number of periods on the frequency of data and the length of time for which you want to store the data. For example, to store a single year of data for a category with a monthly frequency, you specify the number of periods as 12. To store 5 years of data for a category with a yearly frequency, you specify the number of periods as 5.

Data View

The data view determines the default view in the Database and Data Entry windows. You can assign the periodic data view to show values for individual periods, or you can assign the category-to-date view to show accumulated values for each period.

For more information on changing the data view in schedules, see the *Hyperion Enterprise User's Guide.* For more information on changing the data view in reports and books, see the *Hyperion Reporting User's Guide*. For more information on changing the data view in the Database window, see the *Hyperion Enterprise User's Guide.*

Missing Data as Zero

A period is missing data when data has not been entered or loaded in the period, but data exists in a subsequent period. When the system processes data, missing data is always considered zero. The Missing Data as Zero attribute determines whether zero appears as a periodic or category-to-date value in a particular category. This ensures that the derived data based on the zero values remains the same in both data views.

When you define a category, the Missing Data as Zero attribute specifies how missing data appears in the Database and Data Entry windows. You can specify different settings for entities that allow journals to be posted and for those that do not.

Note: This setting applies only to flow, income, and expense accounts. Balance, asset, and liability accounts are not affected.

Values for periods that are missing data appear differently depending on the data view you select for the category. The Periodic setting displays a value of zero for the period missing data. The Category-to-Date setting displays a category-to-date value of zero for the period missing the data. For example, suppose your default data view is periodic and you select Category-to-Date. If the value for January is 100 and data is missing for February, the system automatically enters a periodic value of -100 for February to give February a category-to-date value of zero.

The following example illustrates how the system handles missing data based on the Data View and Missing Data as Zero attributes.

No Data = Zero Category-to-Date

Input data in Periodic View

Per 1	Per2	Per3	Per4	Per5	
10	ND	25	5	ND	Gr Sales
5	4	7	ND	ND	Cost Gds
100	125	200	100	130	Cash

Display data in Periodic View

Display data in Category-to-Date View

10	-10	25	5	(-30)	Gr Sales	10	(0)	25	30	(0)
5	4	7	(-16)	(0)	Cost Gds	5	9	16	(0)	(0)
100	125	200	100	130	Cash	100	125	200	100	130

Input data in Category-to-Date View

Per 1	Per2	Per3	Per4	Per5	
10	ND	25	30	ND	Gr Sales
5	9	16	ND	ND	Cost Gds
100	125	200	100	130	Cash

Display data in Periodic View

Display data in Category-to-Date View

10	(-10)	25	5	(-30)	Gr Sales	10	(0)	25	30	(0)
5	4	7	(-16)	(0)	Cost Gds	5	9	16	(0)	(0)
100	125	200	100	130	Cash	100	125	200	100	130

No Data = Zero Periodic

Input data in Periodic View

Per 1	Per2	Per3	Per4	Per5	
10	ND	25	5	ND	Gr Sales
5	4	7	ND	ND	Cost Gds
100	125	200	100	130	Cash

Display data in Periodic View

Display data in Category-to-Date View

10	(0)	25	5	(0)	Gr Sales	10	(10)	35	40	(40)
5	4	7	(0)	(0)	Cost Gds	5	9	16	(16)	(16)
100	125	200	100	130	Cash	100	125	200	100	130

Input data in Category-to-Date View

Per 1	Per2	Per3	Per4	Per5	
10	ND	25	30	ND	Gr Sales
5	9	16	ND	ND	Cost Gds
100	125	200	100	130	Cash

Display data in Periodic View   **Display data in Category-to-Date View**

10	(0)	15	5	(0)	Gr Sales	10	(10)	25	30	(30)
5	4	7	(0)	(0)	Cost Gds	5	9	16	(16)	(16)
100	125	200	100	130	Cash	100	125	200	100	130

The example shows the values entered when in category-to-date view and periodic view for the Gross Sales, Cost of Goods, and Cash accounts followed by the data that the system displays for each Data View and Missing Data as Zero combination.

Note: You might want to set the Missing Data as Zero option to Periodic, even if you are loading category-to-date balances; otherwise, all periods after the period that is missing data display zero until data exists for that period.

Data Path

The data path identifies the directory where the system stores the data file for each category. The data file includes all application elements and all data for one category. You can specify any directory as the category data path. After the category contains data, you cannot change the data path.

Scale

The scale determines how the system displays and interprets data for the category in the Data Entry and Database windows. For example, if the scale is Thousands and you enter the value 123, the system displays 123 but stores 123,000. Scaling saves time by allowing you to enter data to the precision required.

Scaling is defined and displayed in several modules of Hyperion Enterprise. You define whether scaling is used for a particular account, entity, and category in the Accounts, Organizations, and Categories windows. You see the affects of the scaling settings when you view data in the Data Entry and Database windows and when you run reports. If you do not apply a scale to an account, that account remains as the original value when you view its data in a schedule or the database.

The scale you specify in a data load format in the Database module is the scale of the values in the load file. When you load a text file, the system converts the values in the load file to their actual values. For example, if the scale for a value of 100 in a load file is 3, the system stores a value of 100,000 when the value is loaded. For uses other than data load, the scale you enter is the scale that the system uses to display values in the Data Entry and Database windows.

To scale numbers in an account, you must select the Scaled attribute for the account and then select the specific scale for each entity. You can also specify a scale for a category, which overrides any scale specified for entities. When you view data in the Data Entry and Database module, the data appears in the scale selected for the entity or category. You can change the scale in these modules for the current session. For more information on scaling accounts, see Account Attributes on page 230. For more information on selecting a scale for entities, see Entity Attributes on page 190.

You assign a scale to a category only if you want to override the scale attributes assigned to entities. For example, you can enter data in thousands for the Budget category for all entities regardless of their assigned scales by selecting Thousands as the scale for Budget. If you assign a scale of None to a category, the system uses the scale assigned to the current entity.

For more information on changing the scale in schedules and in the Database window, see the *Hyperion Enterprise User's Guide.* For more information on changing the scale in reports and books, see the *Hyperion Enterprise Reporting User's Guide*.

Prior Category

If you define a category with starting values that are based on data in a previous period, you must specify the prior category to calculate those values. For example, suppose you are defining the Actual category for the current year's actual data, and you want to base its opening balances on the last period's values for last year's data. You can specify that the prior category for the Actual category is the category that contains last year's data.

If you select the Impact Future Categories option when you create an application, changes to data in one category can affect periods in a category that has a prior-category link to that category. For more information, see Permanent Application Settings on page 22.

Note: When you assign a prior category, processing data during consolidations might require more time because the system needs to save and retrieve the additional data for the prior category.

Journal Numbering

Journal numbering is used to provide a record of journals that can be audited. If you select the Number Journals Automatically option when you create an application, you can use the Journal Numbering options in the Categories window to set up how the journals are numbered in the current category. You can specify the starting number for the journal and whether the automatic numbering begins at that starting number for each period in the category. For more information, see Permanent Application Settings on page 22. For more information on how the system numbers journals, see the Entering Journals topic in the *Hyperion Enterprise User's Guide*.

Allow Proportion and Elimination Detail

You can use the Allow Proportion and Elimination Detail option to store and report on proportion and elimination detail for entities during the consolidation process. If you select the Store Proportion and Elimination Detail option when you create an application, you can use the Allow Proportion and Elimination Detail option in the Categories window to determine whether the system allots storage for this detail for the current category. If you select this option for the category, the system stores this detail only for the entities that you select to store this detail. For more information on proportion and elimination detail, see Consolidation Detail Option on page 30. For more information on proportion and elimination detail, see Permanent Application Settings on page 22. For more information on storing proportion and elimination detail for specific entities, see Advanced Options on page 194.

Note: The Allow Proportion and Elimination Detail option might require more storage space than you calculated for your application or more time to process the data during consolidations. This occurs because the system needs to save and retrieve additional data.

Define Categories

You define categories to add categories or edit existing categories in the Category table. For example, you can add a category for forecast data with the ID Forecast. You can then later edit the Forecast category description to make it more descriptive.

Note: The order in which the categories appear in the Categories window determines the order the categories appear in the Formulas window.

➤ To define a category:

1. From the Categories window, do one of the following:

   ● To create a category, select the first blank row in the table.

   ● To edit a category, select the category you want to edit.

2. Specify the ID and description in the Category table.

3. Specify the attributes for the category on the Setup and Options tabs.

4. Select **File > Save**.

Rollovers

You use rollovers to move information from a source category to a destination category, to clear data from the source category, and to increment the start dates of the source and destination categories.

You define rollovers by creating sets that contain specifications for performing the rollover. Each set contains a source category and may contain a destination category. Hyperion Enterprise scans the categories within a set and moves the data from the source category to the destination category. A category can appear multiple times as the source category, but only once as a destination category in a rollover set.

If you define a rollover without a destination category, the system deletes the data from the source category, and the start date in the source category is incremented. After the data is deleted from the source category you cannot restore it.

Here are several things to consider before you perform a rollover:

● Performing a rollover is a single-user task. You cannot perform a rollover if anyone, regardless of their security rights, is accessing the application.

- You can estimate the amount of disk space needed for a rollover by adding the sizes of the 0000.DAT and 0000.PLK files, which are located in the directory of the source category.

- If you want to prevent users from performing a reconsolidation on a historical category, you must lock the entities for each period of the source categories in the rollover set. When methods are edited, the status indicators change to IMPACTED.

During a rollover the following processes occur:

- Information is moved from the source category to the destination category.

- The data in the source category is deleted.

- The start dates of the source and destination category are incremented by the source category's time span. For example, if the source category spans one year, after the rollover, the source and destination category start dates are incremented by one year.

- If the application has an Organization by Category and Period structure, the structure is deleted in the source category.

After you perform a rollover, the Methods and SCE rules may need to be edited if category specific logic or the GET or CAT functions are used in your application. Changing your methods will cause consolidation status flags to become impacted for the categories using the methods.

You can set up different rollover sets if you have different rollover timing. For example, you might need to start working with budgets before you finish with your year-end data in the actual category. Creating a rollover set with budget categories separately from a rollover set with the actual categories allows you to roll over Budgets before year end. After the year end is complete, you can run the rollover set for the Actual year-end data. The rollover tasks and sets can be secured.

You can set up rollovers to performs. For example, you can set up a year-end rollover to move the 1999 actual data from the Actual category to the Prior Year category. This rollover also resets the Actual category start date to 2000 and the Prior Year category start date to 1999. The data in the Prior Year category is replaced, and the data in the Actual category is deleted.

For more information on setting up rollovers, see About Rollover Sets on page 147. For more examples, see Rollover Examples on page 156 or the Rollover Case Study on page 152.

About Rollover Sets

You define rollovers sets by specifying categories. Each rollover set has a source category and may have a destination category. You run rollovers to move information from a source category to a destination category and to clear data from the source category. After the rollover is performed, the start dates of the source and destination categories are incremented.

The following items within the source category are rolled over into the destination category, if they are specified in the application:

● Consolidation details

● Data

● Entity codes

● Journal entries, including templates

● Ownership percentages, including Parent Table data

● Periodic organizational definitions, if the organization varies by category and by period

● Shares

● Status and locks

The following re not changed in the source or destination category during a rollover:

● Data path

● Prior category

● References to categories within formulas, reports, books and all add-on modules

● Security classes for the category

● The source category ID and description

You need to consider several elements and attributes when defining a rollover set.

Frequency

The frequency attribute of the source category must be the same or greater than the destination category frequency. For example, you can roll over data from a weekly category into a weekly or monthly category.

If the source category frequency is less than the destination category frequency, you cannot perform the rollover. For example, you cannot roll over data from a weekly category into a daily category.

The frequency is set in the Categories module.

Time Span

The source category time span must be the same or smaller than the destination category time span. For example, if a category spans two years you can roll it into a category that spans two or more years, however you cannot roll it into a category that spans one year. The time span is set in the Categories module.

Data View, Missing Data as Zero for Non-Journal Entities, Missing Data as Zero for Journal Entities, Consolidation Detail

If the source and destination categories have different data views, missing data as zero for non-journal entities, missing data as zero for journal entities, or consolidation detail, you are prompted to do one of the following:

● Cancel the rollover.

● Perform the rollover with inconsistent settings.

These options are set in the Categories module.

Status and Lock

During a rollover, the status and lock for each entity and period in the source category is moved into the destination category. The formula calculations and consolidated results are rolled over regardless of their status. For example, a consolidated result does not need an OK status to be rolled over. The Status and Lock element is from the Consolidation module.

Journal Entries

During a rollover, if the source and destination category frequencies are the same, the journal entry detail data including parent adjustments is moved into the destination category. This includes all posted, unposted, templates, and deleted journals.

If the source and destination category frequencies are different, only the journal entry balances are moved into the destination category.

Journal Auto-Numbering

During a rollover, Journal auto-numbers are copied to the destination category subsequent to a rollover only under the following conditions:

- The number of periods in the source category is equal to the number of periods in the destination category.

- The number of periods being copied from the source to the destination category is equal to the number of periods in the source category.

Journal auto-numbering is set in the Categories module.

Journal History

During a rollover, if the source and destination category's frequencies are the same, the journal history from the source category is moved into the destination category.

If the source and destination category frequencies are different, the journal history from the source category is not moved into the destination category.

Journal Templates

During a rollover, all journal templates from the source category are moved into the destination when the frequencies are the same. Journal templates are maintained in the Journals module.

Organization by Category and Period

During a rollover, when the source and destination frequencies are the same, the Organization by Category and Period structures in the source category are moved into the destination category.

When the frequency of the source category is greater than the destination category, the following process occurs:

- The Organization by Category and Period structures and the Category-to-Date values of the source periods, that are actually moved, are copied into the destination periods. For more information, see Organization by Category and Period Rollover - Example on page 159.

- After the rollover, the consolidated detail and parent data in the destination category are an accurate representation of the consolidated results of the source category.

● After the rollover, a consolidation of the destination category will not produce the same consolidated results as they existed in the source category.

● After the rollover, the source category contains only the top entity of the organization for all periods, to restore the structure you can paste the organizations in manually.

The Organization by Category and Period is set by entity in the Entities module.

Rollovers Window

You use the Rollovers window to define the rollover sets for an application. You can use a menu command to locate a category in a rollover set quickly. For more information, see Find Basic Elements on page 133. You can also print or preview rollover set information.

For more information, see *Hyperion Enterprise Getting Started.* The following figure shows the Rollovers window.

Source	Destination
ACTUAL	LASTYR
BUDGET	

Setup
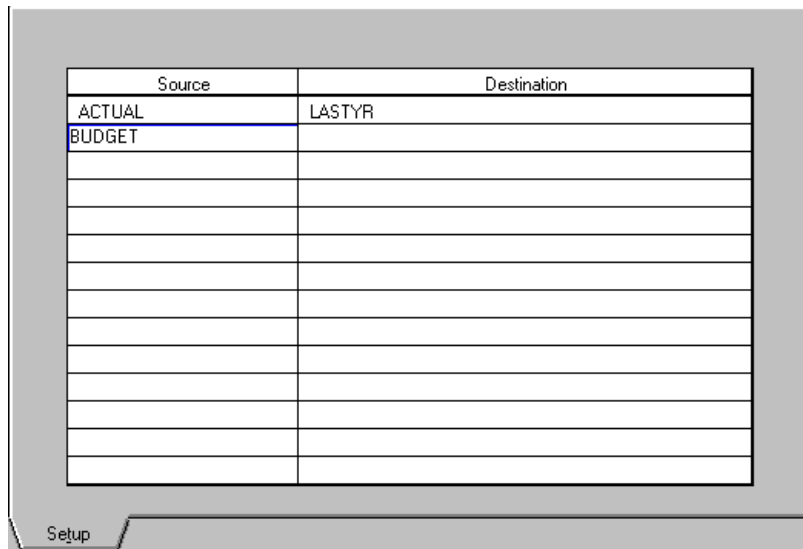
Figure 25: Rollovers Window

In the previous figure, the data in the Actual category rolls over into the LastYr category. The data in the Budget category is not rolled over because the destination category is not defined. The data in the Actual and Budget categories is deleted and the start dates in the Actual, LastYr, and Budget categories are incremented.

Define Rollover Sets

You define rollover sets to add new rollover sets or edit existing rollover sets. Each rollover set has a source category and may have a destination category. For more information, see About Rollover Sets on page 147.

To perform a rollover, you need access rights to the rollover task and the rollover set you are using. For example, access rights to a rollover set allow you to roll over all categories specified within the set, even if you have access rights of None to the categories. When you perform a rollover, the security defined in the source category is not rolled into the destination.

➤ To define a rollover set:

1. From the Categories window, select **Navigate > Rollovers**, then do one of the following:

   ● To create a rollover set, select **New**.

   ● To edit the attributes in a rollover set, highlight the set and select **OK**.

2. Specify the rollover set ID, description, type, and security class, then select **OK**.

3. To insert or remove a row in the source or destination column, do one of the following:

   ● To insert a rollover source and destination category, select **Edit > Insert Row**.

   ● To remove a rollover source and destination category, select **Edit > Remove Row**.

4. To define the source category in a rollover relationship, type a category ID in a cell in the Source column or select **Edit > Paste Category** to select one from a list.

5. To define the destination category in a rollover relationship, type a category ID in a cell in the Destination column or select **Edit > Paste Category** to select one from a list.

    Tip: To delete the data in the source category without saving it, leave the destination column blank. The start date of the source category is also incremented.

6. If you selected Periodic as the rollover set type, specify the periods to copy and the data to clear from the source and destination categories.

7. Select **File > Save**.

Rollover Case Study

Suppose your accounting cycle begins on January 1 of each calendar year. Actual data is collected on a monthly basis to produce a monthly report and detailed data is collected on a quarterly basis to produce a full quarterly income statement and balance sheet. Forecast data is also collected and stored in the application on a quarterly basis.

The application contains the following eight categories:

● MRActual - Monthly category containing current accounting cycle actual data

● MRLast_Year - Monthly category containing prior accounting cycle actual data

● MRHistory - Quarterly category containing 10 prior accounting cycles' actual data

● Actual - Quarterly category containing current accounting cycle actual detail data

● Last_Year - Quarterly category containing prior accounting cycle actual detail data

● 10_Year_History - Yearly category containing 10 prior accounting cycles' actual detail data

● Forecast - Quarterly category containing current accounting cycle forecast data

● LY_Forecast - Quarterly category containing prior accounting cycle forecast data

The application was created in April, 1997, and historical data was loaded into all periods for the MRLast_Year, MRHistory, Last_Year, 10_Year_History, LY_Forecast categories. The first 3 periods (Jan, Feb, March) were loaded into the MRActual category. The first period (QTR 1) was loaded into the Actual, and Forecast categories.

To reduce the risks associated with implementing a new system, the company avoided a quarter-end implementation and went into production during the month of May for their April monthly reporting.

This rollover is performed in the following two steps:

● Assigning start and end dates to categories

● The rollover process

Assigning Start and End Dates to Categories - Case Study

Monthly Categories

The monthly categories are assigned the start and end dates shown in the following table.

Table 19: Monthly Categories

Category	Periods	Frequency	Start Date	End Date
MRActual	12	Monthly	Jan 1997	Dec 1997
MRLast_Year	12	Monthly	Jan 1996	Dec 1996
MRHistory	12	Quarterly	Q1 1993	Q4 1995

Actual data for April is loaded into the MRActual category, consolidated adjustments (journal entries) are posted, and the MRActual category is fully consolidated on May twelfth. This process is repeated each month for the remainder of the year.

Forecast Categories

The forecast categories are assigned the start and end dates shown in the following table.

Table 20: Forecast Categories

Category	Periods	Frequency	Start Date	End Date
Forecast	4	Quarterly	Q1 1997	Q4 1997
LY_Forecast	4	Quarterly	Q1 1996	Q4 1996

The third quarter forecast for the company is collected and loaded into the Forecast category in June. The final forecast submission for 1997 is collected and loaded into the Forecast category in September.

Actual Categories

The actual categories are assigned the start and end dates shown in the following table.

Table 21: Actual Categories

Category	Periods	Frequency	Start Date	End Date
Actual	4	Quarterly	Q1 1997	Q4 1997
Last_Year	4	Quarterly	Q1 1996	Q4 1996
10_Year_History	10	Yearly	1986	1995

The second quarter actual data is loaded into the Actual category, consolidating adjustments are posted and the second quarter actual data is fully consolidated on July twelfth 1997. This process is repeated in October 1997 for the third quarter actual data and again in January 1998 for the 1997 fourth quarter's actual data.

The Rollover Process - Case Study

The rollover process begins for the monthly categories just after the December 1997 monthly consolidation is completed around January 20, 1998.

The following monthly rollover sets are executed:

- MRLast_Year is rolled into MRHistory.

- MRActual is rolled into MRLast_Year.

The monthly categories appear as shown in the following table.

Table 22: Monthly Categories

Category	Periods	Frequency	Start Date	End Date
MRActual	12	Monthly	Jan 1998	Dec 1998
MRLast_Year	12	Monthly	Jan 1997	Dec 1997
MRHistory	12	Quarterly	Q1 1994	Q4 1996

The rollover process is executed for the forecast and quarterly actual categories soon after the quarterly and 1997 year-end reporting is completed in February 1998.

The following quarterly rollover sets are executed:

- Actual is rolled into Last_Year.

- Last_Year is rolled into 10_Year_History.

  Note: Only the fourth quarter year to date values are stored in the destination.

- Forecast is rolled into LY_Forecast.

The quarterly actual categories appear as shown in the following table.

Table 23: Actual Categories

Category	Periods	Frequency	Start Date	End Date
Actual	4	Quarterly	Q1 1998	Q4 1998
Last_Year	4	Quarterly	Q1 1997	Q4 1997
10_Year_History	10	Yearly	1987	1996

The forecast categories appear as shown in the following table.

Table 24: Forecast Categories

Category	Periods	Frequency	Start Date	End Date
Forecast	4	Quarterly	Q1 1998	Q4 1998
LY_Forecast	4	Quarterly	Q1 1997	Q4 1997

Rollover Examples

The following rollover examples are valid:

- Year-End rollover

- Historical rollover

- Monthly rollover

- Monthly to quarterly rollover

- Monthly to yearly rollover

- Organization by category and period rollover

The following rollover examples are invalid:

- Rollover of categories with invalid frequency combinations

- Rollover of categories with different time spans

Year-End Rollover - Example

A year-end rollover allows you to archive a range of accounting periods and to create a new range of periods to store the next accounting cycle. The accounting cycle in most applications is defined in monthly periods, with 12 periods in an annual cycle. You may define an accounting cycle specifically for your company.

You usually perform a year-end rollover when an accounting cycle has just been completed. For example, when a calendar year begins the data from the recently completed year is categorized as prior accounting data, and the data for the new year is categorized as the current accounting data.

The following tables show source and destination categories before and after a rollover.

Table 25: Before Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	Actual	4	Quarterly	Q3 1997	Q2 1998
Destination	Last_Year	4	Quarterly	Q3 1996	Q2 1997

Table 26: After Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	Actual	4	Quarterly	Q3 1998	Q2 1999
Destination	Last_Year	4	Quarterly	Q3 1997	Q2 1998

Historical Rollover - Example

This example contains a 3-Year History source category and a 10-Year History destination category. The following table shows the source and destination categories before and after a rollover.

Table 27: Before Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	3YrHistory	12	Quarterly	Q1 1994	Q4 1996
Destination	10YrHistory	10	Yearly	1984	1993

Table 28: After Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	3YrHistory	12	Quarterly	Q1 1997	Q4 1999
Destination	10YrHistory	10	Yearly	1987	1996

Monthly Rollover - Example

This example contains a 24-period monthly source category and a 24-period monthly destination category. The following table shows the source and destination categories before and after a rollover.

Table 29: Before Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	2YrActual	24	Monthly	Jan 1995	Dec 1996
Destination	2YrPrior	24	Monthly	Jan 1993	Dec 1994

Table 30: After Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	2YrActual	24	Monthly	Jan 1997	Dec 1998
Destination	2YrPrior	24	Monthly	Jan 1995	Dec 1996

Monthly to Quarterly Rollover - Example

This example contains a 24-period monthly source category and a 8-period quarterly destination category.

The following table shows source and destination categories before and after a rollover.

Table 31: Before Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	2YrActual	24	Monthly	Jan 1995	Dec 1996
Destination	2YrPrior	8	Quarterly	Q1 1993	Q4 1994

Table 32: After Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	2YrActual	24	Monthly	Jan 1997	Dec 1998
Destination	2YrPrior	8	Quarterly	Q1 1995	Q4 1996

Monthly to Yearly Rollover - Example

This example contains a 24-period monthly source category and a 10-period yearly destination category. The following table shows source and destination categories before and after a rollover.

Table 33: Before Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	LastYR	24	Monthly	Jan 1995	Dec 1996
Destination	10YrHist	10	Yearly	1985	1994

Table 34: After Rollover

	Category	Periods	Frequency	Start Date	End Date
Source	LastYR	24	Monthly	Jan 1997	Dec 1998
Destination	10YrHist	10	Yearly	1987	1997

Organization by Category and Period Rollover - Example

This is an example of a rollover with an Organization by Category and Period. In the rollover set, the frequency of the source category is greater than the destination category.

The source category has a monthly frequency and Entity1 is part of the organization for February through July. The destination category has a quarterly frequency.

The following figure shows the information that is moved from the source category into the destination category during the rollover for Entity1.
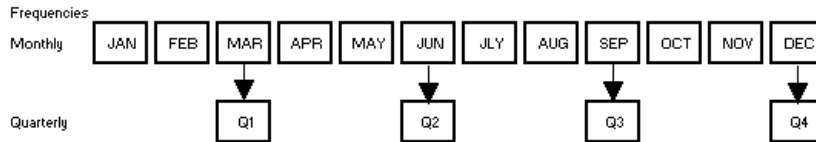
Figure 26: Rollover of an Organization by Category and Period application.

After the rollover, the destination category contains the following values:

- Q1 - Contains Entity1 and the category-to-date values from January through March.

- Q2 - Contains Entity1 and the category-to-date values from January through June.

- Q3 - Contains Entity1 and the category-to-date values from January through July.

- Q4 - Contains the category-to-date values from January through December, and Entity1 does not exist as part of the organization.

Rollovers with Invalid Frequency Combinations - Example

You cannot roll over data from a source category to a destination category with a greater frequency. In this example, the destination category frequency (monthly) is greater than the source category frequency (quarterly). You cannot perform this rollover.

The following table shows source and destination categories before the rollover.

Table 35: Before Rollover

	Category	**Periods**	**Frequency**	**Start Date**	**End Date**
Source	Forecast	4	Quarterly	Q1 1997	Q4 1997
Destination	PriorFCST	12	Monthly	Jan 1996	Dec 1996

Rollovers with Different Time Spans - Example

You cannot rollover data from a source category to a destination category with a smaller time span. In this example the source category spans two years and the destination category spans one year. You cannot perform this rollover. The following table shows the source and destination categories before the rollover.

Table 36: Before Rollover

	Category	**Periods**	**Frequency**	**Start Date**	**End Date**
Source	Actual	24	Monthly	Jan 1997	Dec 1998
Destination	LastYR	12	Monthly	Jan 1996	Dec 1996

Codes

Codes are IDs that you assign to accounts, entities, methods, or journals to group these elements in your application. Codes can be used as a reporting tool or to filter application elements such as entities and accounts in entity and account lists.

You use the Codes window in the Application module to set up the codes for an application. You can define codes for any combination of accounts, entities, methods, and journals, or you can define a code for one element, such as accounts, and use that code for a specific type of account. For example, you can report on the opening balances for all balance sheet accounts in the application by assigning the Open_Bal code to each opening balance subaccount. As you add and delete balance sheet accounts with this code, the system automatically adds and deletes the subaccounts in a dynamic account list that have the Open_Bal code.

When you assign a code to an application element, only the codes defined for that element appear in the list of available codes. For example, if you define the code OEM for entities only, OEM appears only in the list of codes for entities. It does not appear as a valid code for accounts, methods, or journals.

You can assign only one code to each element. Unlike other entity attributes, subentities do not inherit the codes of the entities to which they are attached. You must assign codes for subentities separately. Also, if an application has organization structures that vary by category and period, you can also define codes for entities for each period individually.

Codes Window

You use the Codes window to define the codes for an application. Codes setup involves defining and deleting codes in the Codes window. After you define codes, you can assign them to accounts, subaccounts, entities, subentities, methods, and journals in the Accounts, Entities, Formulas, and Journals modules. The system prevents you from deleting a code if it is assigned to any application element.

You can use a menu command to quickly locate a code in the Codes window. For more information, see Find Basic Elements on page 133. You can also print or preview the codes in the application. For more information, see *Hyperion Enterprise Getting Started.*

For more information on assigning codes to entities or subentities, see Entity Attributes on page 190. For more information on assigning entity codes that vary by period and category, see Set Dynamic Organization Options on page 207. For more information on assigning codes to accounts or subaccounts, see Account Attributes on page 230. For more information on assigning codes to methods, see Define Methods on page 272. For more information on assigning codes to journals, see the *Hyperion Enterprise User's Guide.*

The following figure shows the Codes window.
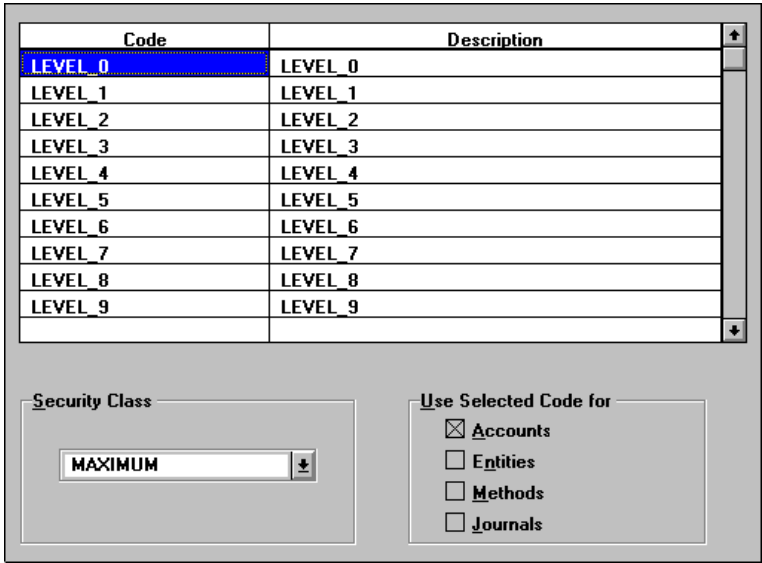
Figure 27: Codes Window

Codes Table

The Codes Table shows the codes in the application. For more information on working with tables, see *Hyperion Enterprise Getting Started.*

Security Class

The Security Class shows the security class of the highlighted code.

Use Selected Code for Section

The Use Selected Code for section shows the application elements to which you can assign the highlighted code.

Define Codes

You define codes to add new codes to an application or edit existing codes. You can edit the code ID, description, and security class, along with the application element types for which the codes are used.

➤ To define a code:

1. From the Codes window, do one of the following:

    - To create a code, select the first blank row in the table.

    - To edit a code, select the code you want to edit.

2. Specify the code ID, description, and security class, along with the application element or elements to which you want to assign the code.

3. Select **File > Save**.

Currencies

For each entity in the system, you specify a currency in which to maintain data for the entity. Entities generally use the currency of the country where they are located. For example, a French company would use French francs, and an Italian company would use Italian lire.

When an application has entities that report in more than one currency, you define an application currency, which is typically the currency of the country where the corporate headquarters is located. During currency translation, data values are translated from the currency of the dependent to the application currency and then from the application currency to the currency of the parent.

If the entities in the application represent operating units that transact business in different currencies, then each entity's currency is called its local currency. Having different local currencies enables you to enter and retrieve data in each entity's local currency. For example, suppose Corporate HQ is an American corporation with European subsidiaries. Corporate HQ's currency is U.S. dollars. Each European subsidiary has its own local currency: German deutschemarks, French francs, Italian lire, and Swiss francs.

The following figure shows the organization with local currencies assigned to each operating unit.
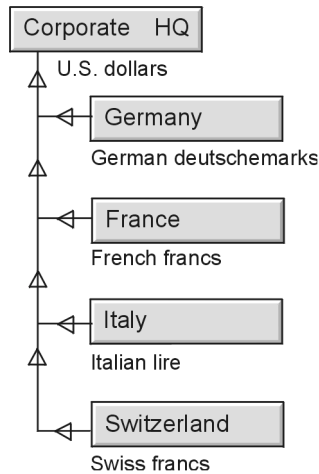
Figure 28: Organization with Local Currencies

If you enter a value of 1000 in the France entity shown in the previous figure, the value represents 1000 French francs. During consolidation, the system converts the 1000 French francs to its equivalent in U.S. dollars when data values roll up to the entity Corporate HQ.

You use the Currencies window in the Entities module to set up currencies in an application.

Currencies Window

You use the Currencies window to define the list of currencies an application uses. You can use a menu command to quickly locate a currency in the Currencies window. For more information, see Find Basic Elements on page 133. You can also print or preview the currencies in the application. For more information, see *Hyperion Enterprise Getting Started.*

The following figure shows the Currencies Window.

Currency	Description	Symbol
USD	US Dollars	$
DM	German Mark	
LIRA	Italian Lira	
FFR	French Francs	
PND	British Pounds	
ECU	European Common (	
CRUZ	Cruzario	
CAND	Canadian Dollars	
SFR	Swiss Francs	
AUSD	Australian Dollars	

Translation

○ Multiply   ● Divide

Security Class

MAXIMUM

Figure 29: Currencies Window

Currencies Table

The Currencies Table shows the ID, description, and the optional symbol for the currency.

Translation and Security Class

The Translation and Security Class sections show the options for the currency that is selected in the Currencies table.

For more information on working with tables, see *Hyperion Enterprise Getting Started.*

Currency Setup

You set up currencies if you want the application to maintain data in different local currencies. You set up currencies by defining the different currencies for the entities in your application and by deleting currencies for entities that are no longer

in the organization. For example, if you sell your Italian operations and you no longer need to maintain data for the entity, you can remove Italian lire from the Currencies window. The system prevents you from removing a currency from an application while it is still assigned to an entity. For information on changing the currency attribute for an entity, see Define Entities on page 198.

After you use the Currencies window to define the currencies in an application, you need to use other windows to define rate accounts and enter exchange rate data in them, to select the application currency and translation defaults, and to assign currencies to entities.

A rate account is a major account in the chart of accounts that stores an exchange rate value for each currency. When you define currencies in the Currencies window, the system automatically creates and updates a subaccount table called Currency. You attach this subaccount table to each rate account you create.

Defining more than one rate account allows you to maintain more than one exchange rate for a currency in each period. For example, you might want to define an exchange rate that is an average of the exchange rates for the period and define a rate that represents the exchange rate at the end of the period.

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After you define exchange rates, you set up how the system translates different types of accounts by default. You can set up one translation default for income, expense, and flow accounts and another default for asset, liability, and balance accounts. For example, you might select the average rate account and the Periodic Value method as the defaults for income, expense, and flow accounts. You might also select the closing rate account and the Value at Exchange Rate method as the defaults for asset, liability, and balance accounts. If you have specialized translation requirements, you can build translation methods to override these translation defaults. For more information, see Define Methods on page 272.

You complete currency setup by performing these tasks in this order:

● You use the Chart of Accounts window in the Accounts module to define rate accounts in the Global account group. For more information on the Global account group, see Global Account Group on page 227. For more information on attaching the currency subaccount table to the rate accounts, see Define Account Attributes on page 236.

● You use the Application window in the Application module to select the application currency and rate accounts and to set up the translation defaults. For more information, see Set Up Currency Translation Defaults on page 45.

- You use the Data Entry or Database window to enter the currency exchange rate values. For information on entering or on loading currency rates, see the *Hyperion Enterprise User's Guide*.

- You use the Organizations window in the Entities module to assign currencies to entities. For more information, see Entity Attributes on page 190.

Define Currencies

You define currencies to add new currencies or edit existing ones. When you define currencies, the system updates the Currency subaccount table. For example, if your company acquires a German company, you can add German deutschemarks to the Currencies window. You can also change any attribute of an existing currency.

➤ To define a currency:

1. From the Currencies window, do one of the following:

   - To create a currency, select the first blank row in the table.

   - To edit a currency, select the row that contains the currency you want to edit.

2. Specify the currency ID and description.

3. To specify a currency symbol that appears in reports, enter a symbol or abbreviation for the currency.

   Tip: You can enter special characters for the symbols for some currencies such as dollars ($) or pounds (£) from the keyboard or the Windows Character Map. If a symbol is not available for a currency, you can use an abbreviation. For more information, see the online help for the Windows Character Map or the *Microsoft Windows User's Guide*.

4. Specify whether the values reported in that currency are multiplied or divided by the currency's exchange rate.

5. Specify the security class.

6. Select **File > Save**.

Defining Organizations

About Defining Organizations

Organizations are sets of reporting entities linked together to define a business structure. The entities in a Hyperion Enterprise application represent reporting units for which you maintain data. Entities can represent divisions, subsidiaries, plants, regions, products, or any other organizational units.

The following figure shows the Regional organization.

```
HQ
 ├── EUROPE
 │     ├── EURWEST
 │     └── EUREAST
 └── NAMERICA
       ├── NAMWEST
       └── NAMEAST
```
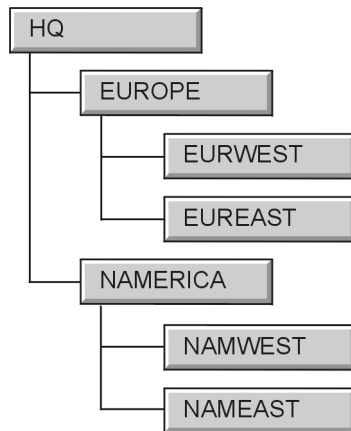
Figure 30: Regional Organization

In the previous figure, HQ has two subsidiaries, Europe and North America. Each subsidiary has eastern and western regions, which ultimately report through the consolidation path to HQ.

You use the windows in the Entities module to set up entities and organizations in an application. Here are the tasks involved in entity setup:

- You use the Organizations window to define entities and organization structures. For more information, see

- You use the Substructures window to create templates of organization portions that you use many times within an organization to define and store detail for base entities.

After you set up the entities in an application, you use these windows to define other application elements that contain entities:

- You use the Entity Conversion Tables window to transfer data between Hyperion Enterprise entities and entities from other systems. For more information, see Account and Entity Conversion Tables on page 301.

- You use the Entity Lists window to create subsets of entities that make entering and reporting on data easier. For more information, see Entity Lists Window on page 318.

Organizations

The organization structure reflects the ownership relationships between the entities in an application. Entities in an organization are either parent entities, dependent entities, or base entities. Parent entities own other entities in the organization. In each organization, there is one parent entity, called the top entity, that does not have a parent. All entities ultimately report to the top entity. Dependent entities are owned by other entities in the organization and are on a level directly below their parent entities. Dependent entities can also be parent entities if they also have dependents below them in the organization. Base entities are at the bottom of the organization structure and do not own other entities.

The following figure shows a sample organization chart.
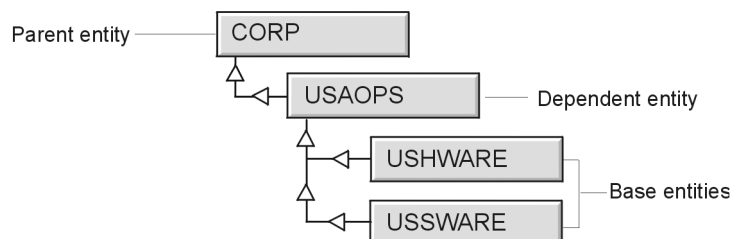
Figure 31: Organization Chart

In the previous figure, Corporate is the parent of USA Operations. Corporate is also the top entity because it is at the top of the organization. USA Operations is a dependent of Corporate and the parent of US Hardware and US Software. US Hardware and US Software are dependents of USA Operations and are base entities because they do not own any other entities.

The organization structure also determines the consolidation path, which represents the flow of data through the organization. You consolidate data to parents from their dependents to calculate parent values. You can then run reports on those values. Sets of rules called consolidation methods specify how dependent data rolls up to parent entities. For more information about consolidation methods, see Method Setup on page 272.

A dependent entity is on a level directly below its parent in the consolidation path. You can produce reports on dependent entities, and you can consolidate data to dependent entities that are also parents. Base entities are at the bottom of the consolidation path and do not own other entities. You generally enter data into base entities, and then consolidate data up through the organization structure.

You can set up more than one organization in a single application. This is useful if you want to roll up data differently within one application. For example, you can set up one organization to maintain product data and another to maintain regional data.

The following figure shows the Product organization and the Regional organization, which track the same data differently.

Product Consolidation   Regional Consolidation
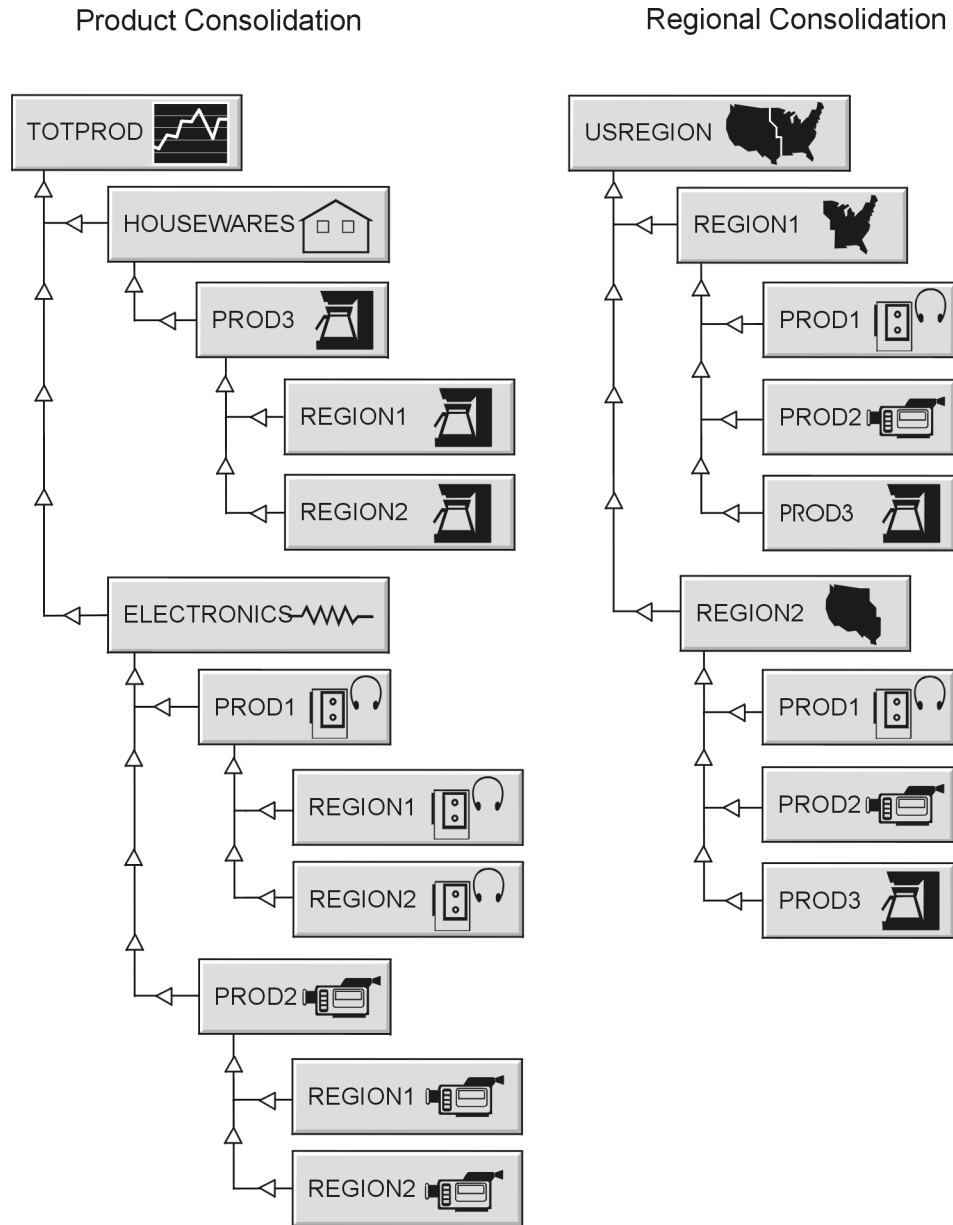
Figure 32: Multiple-organization Application

In the previous figure, the Product organization rolls up data based on product line. The Regional organization rolls up data based on geographic region.

You can track changes to an organization structure over time by creating a dynamic organization. Dynamic organizations are applications that vary by organization and period. Dynamic organizations store different structures, ownership percentages, and consolidation and translation methods in each period of each category. For more information, see Dynamic Organizations on page 204.

Substructures

Substructures are templates of entities that you attach to base entities to define and store detail. You link the entities in a substructure in the same way that you link the entities in an organization, with some subentities as dependents of other subentities. Once you define a substructure, you can attach it to any base entity in an organization. The entities in the substructure create subentities that are like dependents of the base entity.

You can define substructures for a variety of purposes. For example, you can define a substructure to store input data, adjustment data, and post-adjustment data. You can also set up a substructure to perform and track currency conversions. You can use the same substructure repeatedly within an application to store the same type of detail information for different entities.
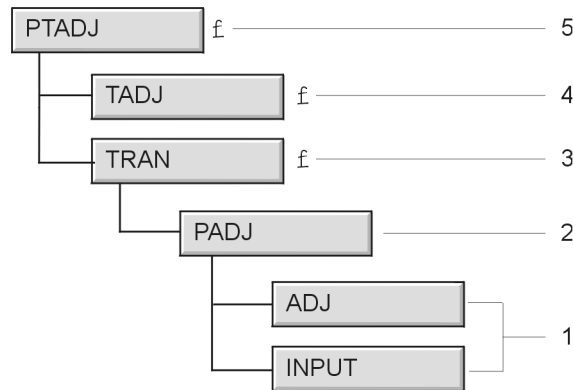
Figure 33: Translation and Adjustment Substructure

The previous figure shows a substructure called Translation and Adjustment, which is set up to store input, adjusted, and translated data.

1. You enter input data and adjustment data in Input and Adjustments, the two input subentities at the base of the substructure. There is no currency attribute set for these subentities.

2. During consolidation, Input and Adjustments roll up to Post-adjustments, which stores the post-adjusted data value. There is no currency attribute set for this subentity.

3. The currency attribute for Translated is set to British pounds, so the value from Post-adjustments is translated to pounds during consolidation.

4. You can enter adjustments in Translation Adjustments to adjust the translated value in the Translated subentity. The currency attribute for Translation Adjustments is also British pounds.

5. During consolidation, Translated and Translation Adjustments roll up to Post-translated Adjustments, which stores the post-translated adjustment value in British pounds.

When you attach a substructure to a base entity in an organization, the substructure template creates a set of subentities below the specified entity. The system uses this format to ID the subentities:

Entity.*Subentity*

Where...	Is...
Entity	The entity to which you attach the substructure.
Subentity	The subentity specified in the substructure.

The following figure shows the result of attaching the Translation and Adjustment substructure to the entity France, which has a currency attribute of French francs.
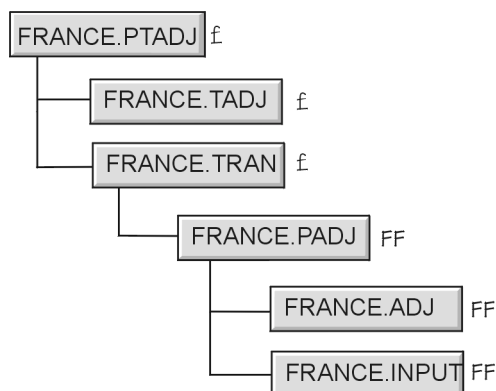
Figure 34: France with Translation and Adjustment Substructure

These are the subentities created: France Input, France Adjustments, France Post-adjustments, France Translated, France Translation Adjustments, and France Post-translated Adjustments. The currency attribute for France Input, France Adjustments, and France Post-adjustments is French francs. These subentities have no specified currency attribute, therefore, they acquire the French francs currency attribute from the base entity France.

The currency attribute for France Translated, France Translation Adjustments, and France Post-translation Adjustments is British pounds, because the British pounds currency attribute in the Translation and Adjustment substructure overrides the French francs currency attribute. For more information about attaching a substructure to a base entity, see Define Entities on page 198.

Entity Groups

A group is a set of entities with a parent that has a holding company assigned to it. A parent and its dependents comprise the group.

Note: Only available in Dynamic organizations. Dynamic organizations are applications that vary by organization and period.

The following figure shows a group.
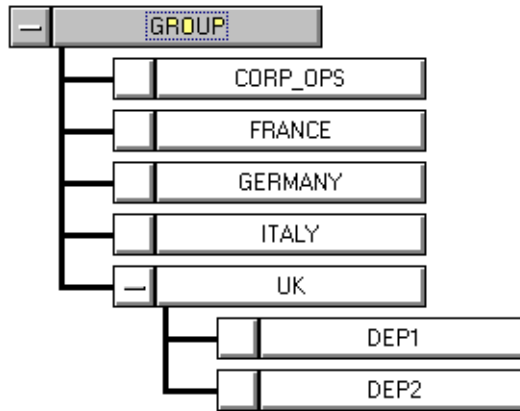
Figure 35: Group

In this example, GROUP is the group parent for CORP_OPS, FRANCE, GERMANY, UK, and ITALY. GROUP is a non-intercompany entity with CORP_OPS defined as the holding company for the group. If you extract shares for the entity GROUP, only information for CORP_OPS, FRANCE, GERMANY, ITALY, and UK will be extracted. The entity UK does not constitute a group parent because it is an intercompany entity and does not have a holding company assigned to it.

Organizations Window

You use the Organizations window to define, view, and modify the organizations and entities in an application. The Organizations window is a split window that contains an Organization Chart pane and an Entity pane. The Organization Chart pane is a graphical representation of the entities that define an organization structure. The Entity pane contains information about the selected entity in the Organization Chart pane.

When you access the Entities module, the Organizations window appears, showing the current organization from the point of view. You can then open a different organization in the window.

Note: You cannot open a dynamic organization without a category and period selected in the point of view.

The following figure shows the split Organizations window.
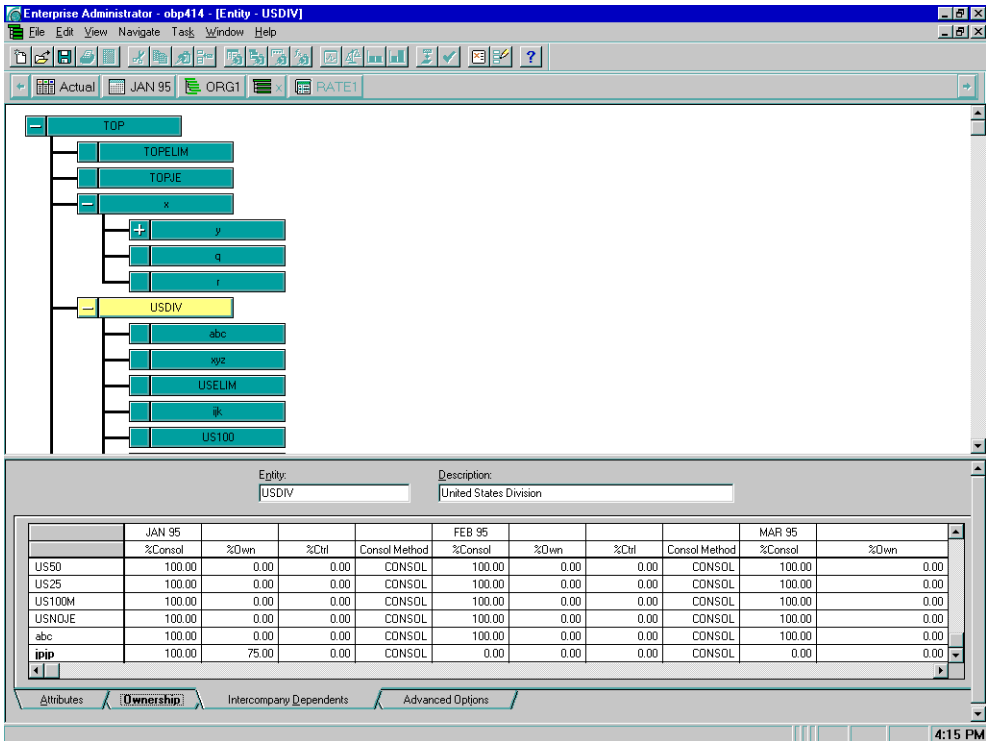
Figure 36: Organizations Window

Organization Chart Pane

The Organization Chart pane shows the entities in the organization. Indentation and chart lines indicate the hierarchy of the organization structure. The graphical nature of the chart allows you to easily move through the structure and change the appearance of an organization.

Split Bar

The split bar allows you to size the panes in the window.

Entity Pane

The Entity pane shows the attributes and ownership information for the selected entity in the Organization Chart pane.

You can perform the following tasks in the Organizations window:

- Open the organization you want to view

- Show and hide different levels of dependents

- Show and hide subentities

- Find specific entities

- View specific organization branches

- Customize the organization chart display

- Size the Organization Chart and Entity panes

- Add entities

- Create new organizations

- Delete organizations

Chart Navigation

Organizations can be very large and usually extend beyond the Organization Chart pane in the Organizations window. You can use the vertical and horizontal scroll bars to move to parts of an organization that extend beyond the Organization Chart pane. You can also use the keyboard to move within the chart. The following table explains the keys that you can use.

Table 37: Navigation Keys in the Organization Chart

Use...	To...
Up Arrow	Move the cursor to the previous entity at the same level.
Down Arrow	Move the cursor to the next entity at the same level.

Table 37: Navigation Keys in the Organization Chart (Continued)

Use...	To...
Left Arrow	Move the cursor to the parent of the currently selected entity.
Right Arrow	Move the cursor to the first dependent of the selected entity.
Home	Move the cursor to the top of the organization chart.
End	Move the cursor to the bottom of the organization chart.

Show or Hide Dependents

You can show or hide an entity's dependents in the organization chart. You can show the immediate dependents or all levels of dependents for a selected parent entity. You can hide all levels of dependents for the selected entity.

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The following figure shows how the View > Show All to Level, View > Show All, and View > Show/Hide Dependents menu commands affect the display of the entity North America and its dependents.
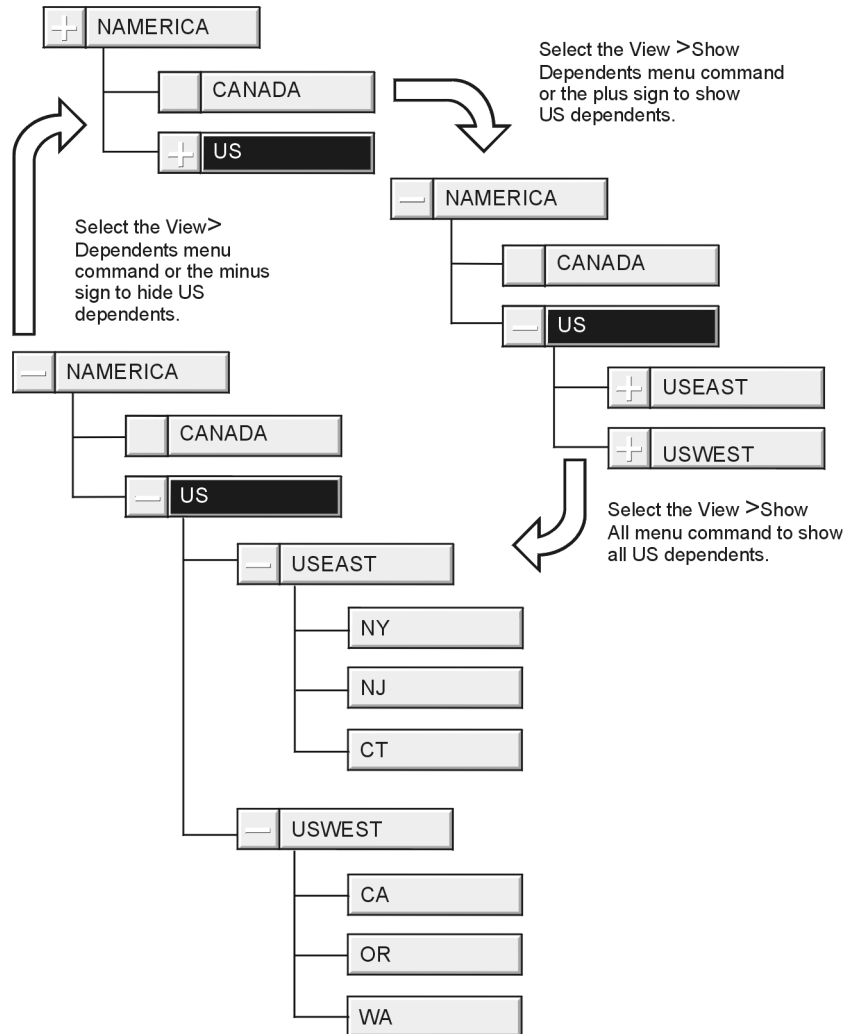
Figure 37: Showing and Hiding Dependents

When a parent entity has hidden dependents, a plus sign (+) precedes the entity, and the View > Show/Hide Dependents menu command is available. When a parent entity has dependents that are showing, a minus sign (-) precedes the entity, and the View > Show/Hide Dependents menu command is available.

Note: For base entities with subentities, the View > Show / Hide Dependents and View > Show All menu commands are not available if you deselect the View > Show Subentities menu command.

➤ To show or hide dependents:

1. Select an entity with dependents in the Organizations window.

2. Do one of the following:

   - To show an entity's immediate dependents, select **View > Show/Hide Dependents**, or select the plus sign (**+**) that precedes the entity.

   - To show all levels of dependents for all entities, select **View > Show All**.

   - To hide an entity's dependents, select **View > Show/Hide Dependents**, or select the minus sign (**-**) that precedes the entity.

Show or Hide Subentities

You can show or hide subentities in the organization chart. When you show subentities, the base entities to which substructures are attached appear with the subentity extension specified in the top subentity of the substructure. For example, if you attach a substructure with the top subentity Post-adjustments to the base entity Canada, Canada appears as CANADA.PADJ when you show subentities.

You can expand and collapse the different levels of subentities using either the Show and Hide commands or the plus sign (+) or minus sign (-) that precedes the base entity. For more information about subentities, see Substructures on page 173.

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The following figure shows how showing subentities affects the display of the entity Canada in the North America organization.
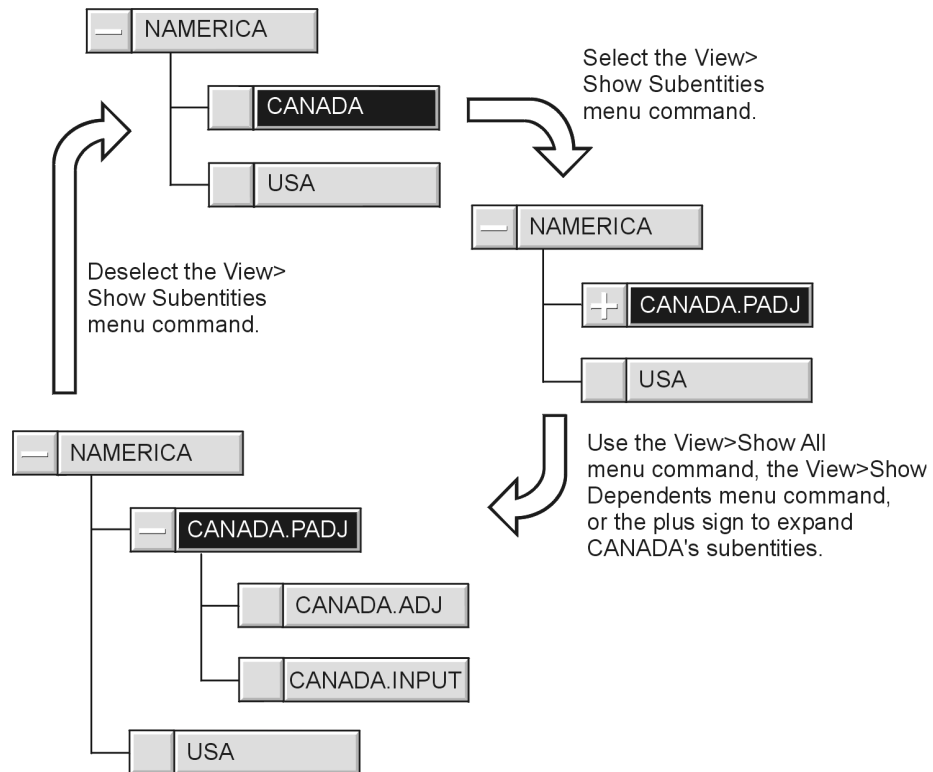
Figure 38: Showing and Hiding Subentities

In the previous figure, the entity Canada has the substructure Post Adjustments attached to it. When you select the View > Show Subentities menu command, it appears as CANADA.PADJ. When you deselect View > Show Subentities, it appears as CANADA.

Note: If you use the Edit > Add Entity menu command to add the entity Canada Post Adjusted in the Organizations window, it appears as CANADA.PADJ. When you deselect View > Show Subentities, CANADA.PADJ is preceded by a plus sign (+). This means that you can expand the subentities for Canada Post Adjusted. For more information about adding entities, see Add Entities to Organizations on page 196.

➤ To show or hide subentities, select **View > Show Subentities**.

Find Entities in Organizations

You can quickly move to any entity you specify in the organization chart. This is easier than using the scroll bars to scan a large organization. If the entity you specify is part of a collapsed branch, you expand the branch and highlight the selected entity.

➤ To find an entity in an organization:

1. From the Organizations window, select **Edit > Find > Entity.**

2. Filter the list of entities.

3. Type an entity ID or select one from the list.

4. Select **OK**.

Find Parents in Organizations

You can quickly move to a selected entity's parent in the organization chart. This is easier than using the scroll bars to scan a large organization.

➤ To find a parent in an organization:

1. From the Organizations window, select the entity.

2. Do one of the following:

   ● Select **Edit > Find > Parent**.

   ● Press the **Left Arrow** key.

View Organization Branches

You can work with a specific portion or branch of the organization chart. This is useful if you are viewing a complex organization chart and you want to isolate a small portion of the chart for your current session. When you select an entity to view a portion of the organization, only that entity and the branch of the organization below it appear in the Organization Chart pane. You can see all of the entity's dependents and subentities, but you do not see parts of the organization that are above the selected entity on the consolidation path.

The following figure shows how you can isolate the US West branch in the North America organization.
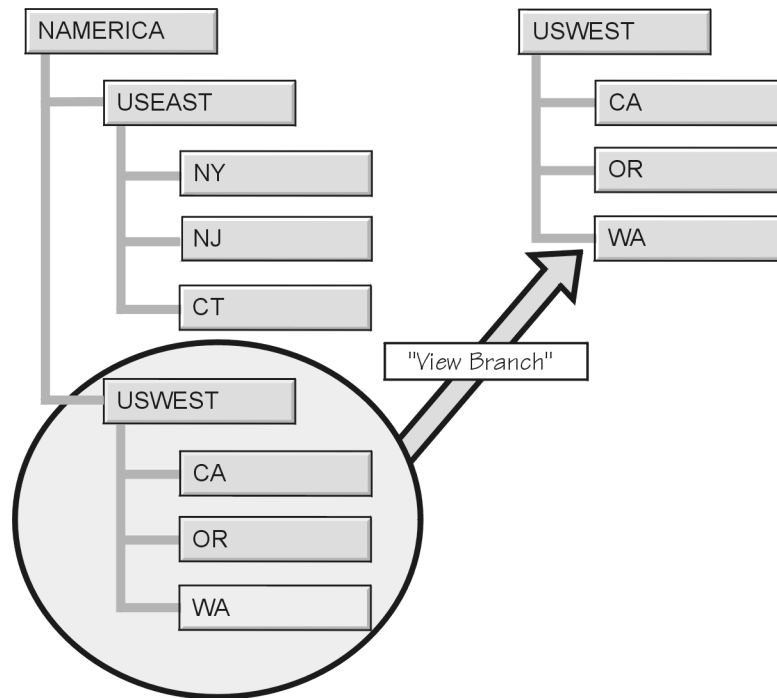
Figure 39: Viewing Organization Branches

➤ To view an organization branch:

1. From the Organizations window, select **View > Branch**.

2. Filter the list of entities.

3. Type the parent entity of the branch you want to appear in the window, or select a parent entity from the list.

4. Select **OK** to show the organization branch with the selected parent.

5. To return to the full organization view, do one of the following:

- Select **View > Branch** again, and select the top entity in the organization.

- Select **File > Open Organization**, and select the organization you want to view.

Set Organization Options

You set organization options to customize the displays in the Organizations window. You can customize the window to show the entity IDs or descriptions; the font style, size, and type; and the number of decimals to display in ownership, dependents, and shares tables.

➤ To set organization options:

1. From the Organizations window, select **Task > Set Organization Options**.

2. Select the identifier and the number of decimals to display, then select **OK**.

Display Intercompany Dependents

The Intercompany Dependents table displays all intercompany entities, including direct and indirect dependents, of any parent in an organization. This table displays consolidation information for each intercompany dependent and displays the information in columns, including percent consolidation, percent ownership, percent control, and consolidation method. The system saves the options that you select to your HYPENT.INI file and displays them whenever you view the table again. This is only available in dynamic organizations.

Note: All indirect dependents of the parent are displayed in bold. All direct dependents are displayed in regular text.

Before you access the Intercompany Dependents table, you must calculate ownerships to generate the percent consolidation, percent ownership, and percent control information of the parent. This calculation updates the system with additional records for cross-ownership information, including information for holding companies that own shares of entities outside the consolidated group.

For example, if you display the Intercompany Dependents for Group1 in the following figure, then A, B, and C are immediate dependents that always show up in the Intercompany Dependents able. When you run calculation routines for

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shares outside the group such as C1, C2, and C3, the Intercompany Dependents Table displays information for A, B, C and C1, C2, C3. For more information on calculating ownerships, see Calculate Ownerships on page 215.

Note: Alternatively, you can load this information through a system load in the applications module. The Intercompany Dependents information must be in the ASCII file. You must load shares only if you want to calculate ownership to derive percent consolidated, percent owned, and percent controlled and the method.

The following illustration represents the previous example.
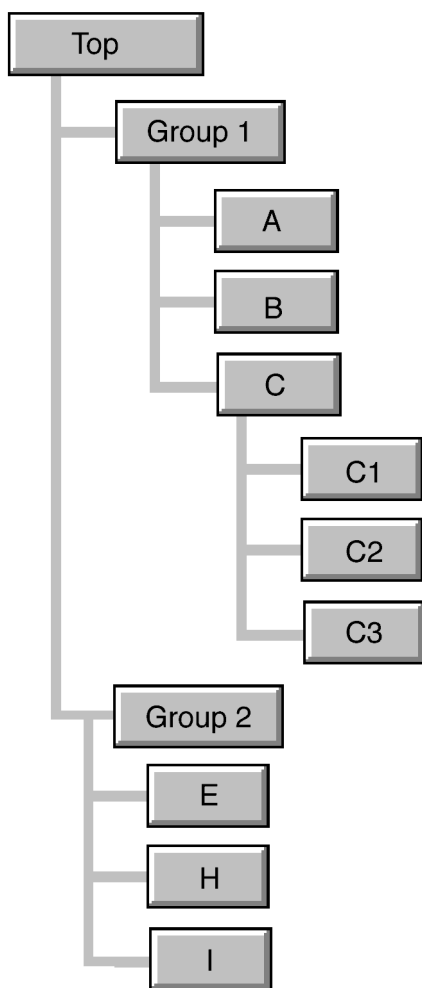
Figure 40: Group 1 Intercompany Dependents

You can also copy intercompany dependents information from one period to another in the Intercompany Dependents Table. For more information, see Copy and Paste Organization Structures on page 218.

➤ To display an intercompany dependent:

1. From the Entities module, select the parent for which to display intercompany dependents.

2. Calculate ownerships for the selected parent. For instructions, see Calculate Ownerships on page 215.

   Tip: You must calculate the ownerships only if you did not perform the calculation for the cross-ownerships or if you made changes since the last time you calculated ownership.

3. Click anywhere in the bottom pane.

4. Select **View > Filter Tables**.

5. From the Filter Table dialog box Dependents tab, select **Intercompany Dependents**.

6. Select the **Intercompany Dependents** tab.

7. To view a specific intercompany dependent, select **Edit > Find > Intercompany Dependent**.

8. Type the entity ID, or use the scroll box to select an entity from the list.

9. Select **OK**.

Define Organizations

You create and change organizations to define consolidation paths for an application. Each new organization you define has a unique ID, an optional description, and a security class. You can change an organization's description and security class, but not its ID.

You can delete an organization when you no longer need the consolidation path that it represents. When you delete an organization, the entities in the organization are not removed from the system. If you add the entities to another organization, the entity and parent relationships will appear as they did in the deleted organization.

➤ To define an organization:

1. From the Organizations window, do one of the following:

   ● To create an organization, select **File > New Organization**.

- To edit an organization's attributes, open the organization you want to edit and select **File > Organization Attributes**.

2. Specify the ID, description, and security class, then select **OK**.

3. Define the entities in the organization. For instructions on defining entities, see .

4. Select **File > Save**.

Entity Setup

You set up entities to represent the parts of an organization. You can easily change an organization structure by dragging and dropping entities, moving entities or branches using menu commands, and copying entities or branches. You perform the following tasks in entity setup:

- Add new and existing entities to an organization

- Define entity attributes and ownership

- Set entity defaults

- Move entities in an organization

- Copy entities

- Delete entities from a position in an organization

- Purge unowned entities from the application

Entity and Ownership Attributes

Entity attributes and ownership attributes define the structure of an organization. Entity attributes define the individual entities in an application. Ownership attributes define the relationships between the entities in an organization. You can also set advanced options for a parent entity, such as whether to store consolidation detail and allow parent adjustments.

Entity Attributes

Entity attributes are unique to an entity and remain with an entity across organizations. If you change an entity's attributes in one organization or period in an application, you change the attributes for all occurrences of that entity in other organizations and periods in the application.

If you do not assign an attribute to a subentity, the subentity inherits the attribute of the entity to which you assign it. For example, you might create a subentity Plant without assigning it a currency. If you attach Plant to the entity France which reports in French francs, Plant inherits the French francs currency.

Currency Attribute

Currency represents the type of money that an entity uses. You select a currency for an entity from all currencies previously defined in the application. For more information about defining currencies, see Define Currencies on page 168.

Substructure Attribute

You can select a Substructure to create a set of subentities below an entity. You can assign a substructure to a base entity only. You select a substructure from a list of all substructures previously defined in the application. For more information about defining substructures, see Define Substructures on page 221.

Chart Method Attribute

Chart Method defines a set of rules for an entity that determine how to calculate accounts within the chart of accounts. You select a chart method from a list of all chart methods previously defined in the application. For more information about chart methods, see Method Setup on page 272.

Code Attribute

Code is an optional, user-defined, 20-character field that you can use to identify similar entities. You can use entity codes in formulas, reports, or as filter criteria when creating entity lists.

For example, if you regularly run reports on entities that use the Global consolidation method, you can assign the code Global Consol to all entities using that method. You can then create a list of the entities using the GlobalConsol code as a filter, and include the entity list in a report. For more information about entity codes, see Codes on page 161.

The code that you assign to an entity can affect users' security access to the entity. Entities and codes both have assigned security classes. If an entity and its assigned code belong to different security classes, the more restrictive security class defines the user's access rights. For example, a user might have modify rights to the entity France's security class and View rights to the code Global Consol's security class. If you attach the code Global Consol to France, then the user's access rights to France change to View.

If you select the Organization Ownership by Period and Category option for an application, then you have the option of varying entity codes by period and category. You can use the table on the Advanced Options tab to enter different codes for each period in a category. For more information, see Set Dynamic Organization Options on page 207.

Security Class Attribute

The Security Class determines the level of access a user has to an entity. You select a security class from a list of previously defined security classes in the application. For more information, see Security Classes on page 70.

Scale Attribute

Scale determines the units that you use to enter or view data for an entity, such as hundreds, thousands, or millions. For example, if the entity US Region has a scale of thousands, and you enter a value of 6 in an account called Sales for US Region, the system displays the number 6 but internally stores the number 6,000. The Scale drop-down list box contains system-defined scale values from Units to Billions.

You can also select a scale for each category in the application. If you select a scale for the category, it overrides the scale for the entity. When you define an account, you select whether to apply scaling to the account. If you select to apply scaling to the account and you display the account value, it uses the scale for the category if you defined one, or the scale for the entity. For more information about the scale for categories, see Category Attributes on page 137. For more information about the scale for accounts, see Account Attributes on page 230.

Eliminations Attribute

You can select Eliminations to allow an entity to store intercompany eliminations. For more information, see Define Intercompany Matching Groups on page 295.

Intercompany Attribute

You can select Intercompany to allow an entity to track intercompany transactions. For more information, see Define Intercompany Matching Groups on page 295.

Journals Attribute

You can select Journals to allow journal adjustments to an entity. If this option is off, you cannot enter journals for or post journals to the entity. For more information about journal adjustments, see the *Hyperion Enterprise User's Guide*.

Entity Ownership

Entity ownership defines the relationships between a child and parent entity in an organization. This relationship is called a node. Ownership information for a node is unique to the node and remains constant throughout the application. If you change the ownership information for a parent-dependent relationship in one organization in an application, you change the ownership information for all occurrences of that parent-dependent relationship in other organizations in the application.For more information on calculation ownership, see Calculate Ownerships on page 215.

Entity ownership consists of the percent consolidation, the percent ownership, the percent control, the consolidation method, and the translation method. You define these attributes on the Ownership tab of the Entity pane. If you select the application setting Ownership by Period and Category, you can maintain different percentages of entity ownership, control, and consolidation, as well as different consolidation and translation methods, in different periods and categories. For more information about changing ownership by period and category, see Dynamic Organizations on page 204.

Percent Ownership Attribute

Percent ownership represents the percentage of an entity's regular shares other entities might own, either directly or indirectly. In dynamic organizations, you can type this value directly in the Entity pane, or you can allow the system to calculate

it based on share values that you load or enter. In static organizations, you enter this percentage in the Entity pane only. For more information about shares, see Enter Shares or Percentages on page 208. For more information about calculating ownership, see Calculate Ownerships on page 215.

You can use percent ownership in formulas for calculating eliminations based on partial ownership, or for determining your percent consolidation. You can choose not to use it or enter it in organizations and methods.

Percent Control Ownership Attribute

Percent control represents the percentage of an entity's voting shares other entities own, either directly or indirectly. In dynamic organizations, you can type this value directly in the Entity pane, or you can allow the system to calculate it based on voting share values that you load or enter. In static organizations, you enter this percentage in the Entity tab only. For more information about shares, see Enter Shares or Percentages on page 208. For more information about calculating ownership, see Calculate Ownerships on page 215.

You can use percent control for determining consolidation method assignments in dynamic organizations. You can choose not to use or enter percentage control in an organization. For more information, see Set Up Consolidation on page 50.

Percent Consolidation Ownership Attribute

Percent consolidation is the percentage of an entity's values that consolidate to its parent. In dynamic organizations, you can type this value directly in the Entity pane, or you can allow the system to propose it based on the methods defined on the Consolidation tab of the Application window. In static organizations, you enter this percentage in the Entity tab only. For more information about calculating ownerships, see Calculate Ownerships on page 215. For more information about determining consolidation methods for dynamic organizations, see Set Up Consolidation on page 50.

Translation Method Ownership Attribute

Translation Method defines a set of rules that determine how to translate an entity's currency during consolidation. You select a translation method from a list of all translation methods previously defined in the application. For more information about translation methods, see Method Setup on page 272.

Consolidation Method Ownership Attribute

Consolidation method is the set of rules that determine how to consolidate data from an entity to its parent. In dynamic organizations, you can select a consolidation method directly in the Entity pane, or you can allow the system to propose it based on the percent control and the ranges defined on the Consolidation tab of the Application window. In static organizations, you select the method in the Entity pane only. For more information about calculating ownerships, see Calculate Ownerships on page 215. For more information about determining consolidation methods for dynamic organizations, see Set Up Consolidation on page 50.

Advanced Options

You can set advanced options for storing consolidation detail. For any parent of intercompany entities, you select the following options:

● Store contribution detail

● Allow parent adjustments

● Holding company

● Chart method for parent adjustments

Store Contribution Detail Option

You select whether to store proportion, elimination, and translation detail for the entities in the group. The system stores the detail in a table at the parent level.

The Store Proportion and Elimination Detail and Store Translation Detail application options determine the effect of this parent setting. If the Store Proportion and Elimination Detail application option is on, then selecting the Store Contribution Detail parent option allows the system to store proportion and elimination detail for the selected group. If the Store Translation Detail application option is on, then selecting the Store Contribution Detail parent option stores translation detail for the selected group. If both application options are on, then selecting the Store Contribution Detail parent option stores proportion, elimination, and translation detail for the group. For more information about application settings, see Application Options on page 45.

You also select whether to store contribution detail in a category. You must select the detail options in both the category and the parent in order to store detail for the parent-category combination. If you select the option for the group of entities and

for the category, you store detail for the group in that category. If you deselect the option for the category, you do not store the detail for any entities in that category. Likewise, if you deselect the option for the group, you do not store the detail for the group in that category. For more information about category settings, see Category Attributes on page 137.

Holding Company Option

You can assign a holding company to a parent entity. Assigning a holding company allows you to determine the ultimate ownership percentage for dependents. The holding company owns shares in the entities at the same level in the group, and the group parent stores consolidated data for the holding company and the other entities in the group. The holding company serves as a point of reference from which the calculation routines can be run.

The consolidated data in the group parent shows 100 percent of the holding company's values, consolidated with the values that the holding company receives from its interests in the other entities in the group. The data for the holding company shows the values that result from the holding company's own operations, independent of what it receives from the other entities in the group. For example, you can designate UK as the holding company for the group consisting of UK, France, Italy, and Germany. Each of these companies, including UK, is an immediate dependent of UK Consolidated. The entity UK records data for its operations alone. The parent UK Consolidated records the data for all of the entities in the group.

Note: The holding company you designate in the first period you set up is the holding company for all periods and categories.

Allow Parent Adjustments Option

You select whether to allow adjustments to the contribution that the entities in the group make to the group parent. The system stores the adjustment detail in a table at the parent level. You can select this option for the group only if the Allow Parent Adjustments application option is selected. Selecting this option makes the parent available in the Parent list in the Journals window when you create parent journals. For more information about application settings, see Application Options on page 45P. For more information about parent journals, see the *Hyperion Enterprise User's Guide*.

Chart Method for Parent Adjustments Option

You select the chart method for calculating parent adjustments. The list includes all of the chart methods in the application, and is available only when the group option Allow Parent Adjustments is selected.

Set Entity Defaults

Entity and ownership attribute defaults are a set of predefined entity and ownership attributes that the system applies to any new entity you add to an organization. Each application has one set of entity defaults. When you add a new entity, you can either keep these default values or select new values. You can change entity and ownership attribute defaults at any time.

You set entity defaults using the Entity Defaults window, which contains three tabs: the Attributes tab, the Ownership tab, and the Advanced Options tab.

➤ To set entity defaults:

1. Select **Task > Set Entity Defaults**.

2. Select the default settings on each tab.

3. Select **OK**.

Add Entities to Organizations

You can add entities in the Organizations window to build a new organization or expand and edit an existing organization. For example, if a North American company acquires two subsidiaries, you can add entities representing these subsidiaries in the Organizations window.

You can add dependent entities, parent entities, and entities at the same level as existing entities in an organization. You can add existing entities to an organization, or you can create new entities and add them to an organization. The type of entity that you add to an organization depends on where you want to add the entity. Adding an entity at the same level creates an entity at the same level as the selected entity. Adding a dependent creates an entity just below the selected entity. Adding a parent creates an entity just above the selected entity.

The following figure shows three ways to add entities to an organization.
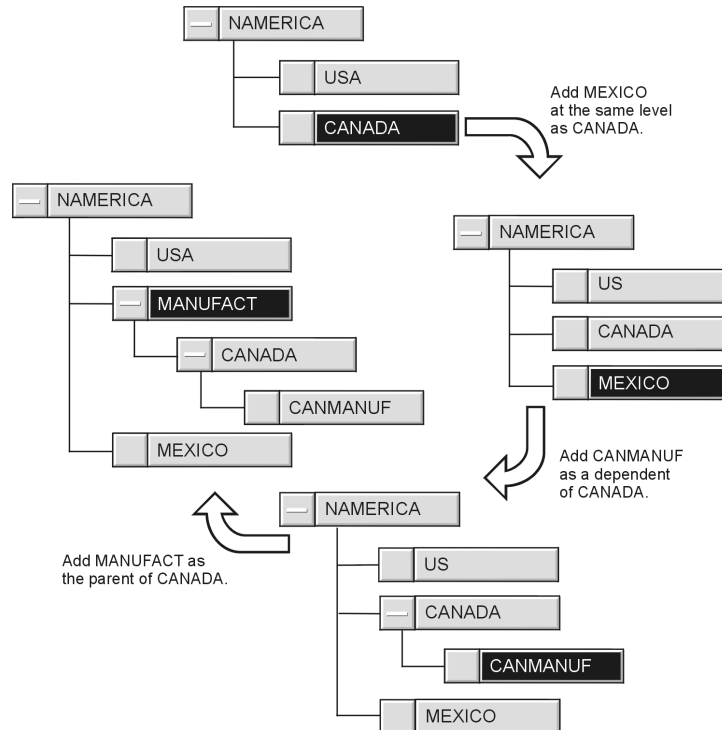
Figure 41: Adding Entities

When you add an entity to an organization, you define the attributes and ownership for that entity in the Entity pane. You can define the entities as you add them, or you can add the entities and define them later. For more information, see Define Entities on page 198.

Note: When you add entities that contain data to an organization, the consolidation status for all parents in the consolidation path changes to IMPACTED. For more information on Consolidation Status, see Consolidation Statuses on page 349.

When you add a new entity to an organization, it acquires a set of entity and ownership attribute defaults that you specify. You can accept these default attributes or edit them for each entity. For example, you can add a new entity and

keep some default settings such as scale, code, and journals, but change other attributes such as the ownership attributes and the substructure. For more information, see Set Entity Defaults on page 196.

When you add an existing entity to an organization, it keeps the attributes that you previously assigned to it. You can accept these attributes or edit them. If you edit the attributes for an entity in one organization, you change the attributes for that entity in all organizations.

➤ To add an entity to an organization:

1. From the Organizations window, select an entity and do one of the following:

   ● To add an entity at the same level, select **Edit > Add Entity**.

   ● To add a dependent entity, select **Edit > Add Dependent**.

   ● To add a parent entity, select **Edit > Add Parent**.

      Note: Add Parent is not available in Dynamic applications.

2. Type a new or existing entity ID, or use the **Select Entity** button to select an existing entity from the Entity dialog box.

3. Do one or more of the following:

   ● To continue defining entity and ownership attributes, select the options in the Edit Entity.

   ● To add another entity to the organization chart, repeat steps 1 and 2.

4. To save changes to the organization, select **File > Save**.

   Tip: If this is the first entity you are adding to a new organization, the Organizations window is empty and Add Entity is the only command available from the Edit menu. To add the first entity to the new organization, select **Edit > Add Entity**.

Define Entities

You define entities by assigning them entity and ownership attributes. When you add a new entity to an organization, the entity acquires a set of entity and ownership attribute defaults that you specify. You can accept these default attributes or edit them for each entity.

After you define an entity, when you assign the entity to an organization, the entity keeps the attributes that you previously assigned to it. You can accept these attributes or edit them. For more information about setting entity and ownership attribute defaults, see Set Entity Defaults on page 196. For more information about adding entities to organizations, see Add Entities to Organizations on page 196.

Note: Changing an entity's attributes can impact consolidation status. For more information on Consolidation Status, see Consolidation Statuses on page 349.

➤ To define an entity:

1. From the Organizations window, do one of the following:

   ● To edit an entity in the organization chart, double-click on the entity, or select the entity and select **Edit > Entity**.

   ● To add an entity, select the appropriate menu command.

2. Set the entity attributes and ownership information as needed and select **OK**.

3. Do one of the following:

   ● To define another entity, follow this procedure for a different entity in the organization.

   ● To save the changes to the organization, select **File > Save**.

Move Entities Using Menu Commands

Moving entities allows you to easily change your organization chart. You can move an entity from one place to another within an organization or between different organizations.

When you move an entity, the system removes the source entity and any dependents from the original location in the organization chart and attaches them to the destination entity you select. You can paste the source entity at either the same level or as a dependent of the destination entity.

You cannot paste a dependent to an entity that has a substructure attached to it. You must remove the substructure from the entity before pasting a dependent to it.

Note: Moving entities can impact consolidation status. When you move an entity that contains data, the status for all parents in the original and new consolidation paths becomes IMPACTED. For more information on Consolidation Status, see Appendix A.

➤ To move an entity using menu commands:

1. From the Organizations window, select an entity and select **Edit > Cut**.

2. Do one of the following:

- To move the entity and its dependents to a location in the same organization, category, and period, select the entity below which you want to paste the cut entity.

- To move the entity to another organization, open the destination organization, category, and period, then select the entity below which you want to paste the cut entity.

3. Do one of the following:

- To paste the entity at the same level as the selected entity, select **Edit > Paste**.

- To paste the entity as a dependent of the selected entity, select **Edit > Paste Dependent**.

4. Select **File > Save** to save changes to the organization.

Drag and Drop Entities

To move entities within the same organization, you can click on a source entity, drag it to a new location, and drop it at the same level or as a dependent of a destination entity. This is faster than using the Cut and Paste menu commands to move the entity. The following figure shows how you can move an entity using the drag and drop method.
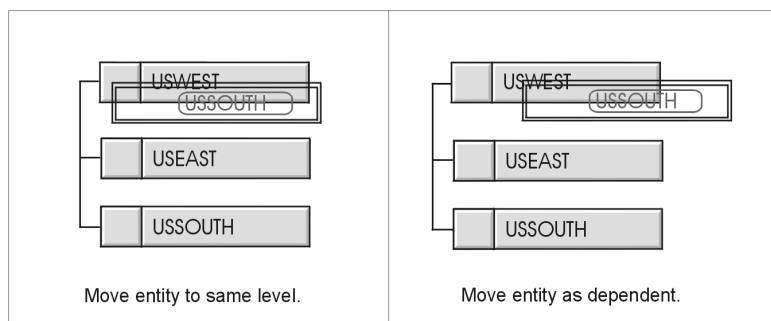
Figure 42: Dragging and Dropping Entities

The previous figure shows that when you click on a source entity and drag it to a valid paste point, the border of the entity becomes a thin double line. If you position the source entity directly below the destination entity and release the mouse button, you paste the entity at the same level as the destination entity. If you position the source entity to the right of the destination entity and release the mouse button, you paste the entity as a dependent of the destination entity.

You cannot paste a dependent to an entity that has a substructure attached to it. You must remove the substructure from the entity before you paste a dependent to it.

Note: Moving entities can impact consolidation status. When you move an entity that contains data, the status for all parents in the original and new consolidation paths becomes IMPACTED. For more information on Consolidation Status, see Consolidation Statuses on page 349.

➤ To drag and drop entities:

1. From the Organizations window, select an entity and hold down the mouse button.

2. Drag the entity to the desired location.

Tip: If the destination entity is beyond the border of the Organizations window, drag the source entity until you reach the edge of the Organizations window. The window scrolls in the direction that you are dragging the source entity.

3. Do one of the following:

● To paste the source entity at the same level as the destination entity, position the source entity directly below the destination entity.

● To paste the source entity as a dependent of the destination entity, position the source entity below and to the right of the destination entity.

4. Wait for the double lines to appear and release the mouse button.

5. Select **File > Save** to save changes to the organization.

Copy Entities

Copying entities allows you to quickly change or build your organization chart. You can copy and paste an entity from one place to another within an organization or between different organizations.

When you copy an entity, the system copies the source entity and its dependents from their original location in the organization chart and attaches them to the destination entity you select. You can paste the source entity at either the same level or as a dependent of the destination entity.

Note: You cannot paste a dependent to an entity that has a substructure attached to it. You must remove the substructure from the entity before pasting a dependent to it.

➤ To copy an entity:

1. From the Organization window, select an entity and select **Edit > Copy**.

2. Do one of the following:

● To paste the entity and its dependents to a location in the same organization, period, and category, select the entity below which you want to paste the copied entity.

● To paste the entity and its dependents to another period or category for the same organization, change the point of view and select the entity below which you want to paste the copied entity.

● To paste the entity and its dependents to another organization, open the destination organization and select the entity below which you want to paste the copied entity. For instructions, see *Hyperion Enterprise Getting Started*.

3. Do one of the following:

● To paste the entity at the same level as the selected entity, select **Edit > Paste**.

● To paste the entity as a dependent of the selected entity, select **Edit > Paste Dependent**.

4. Select **File > Save** to save changes to the organization.

Remove Entities from an Organization

You can remove an entity and all its dependents from an organization when you no longer need that entity. For example, if you dispose of a company, you can delete the entity from your organization. When you delete an entity from an organization, you do not delete the entity from the entire application. You remove

it from the current organization. All data associated with the entity remains intact. If the entity is not a part of any other organization, it becomes an unowned entity. Unowned entities are still available to add to other organizations.

Note: Removing an entity can impact consolidation status. If the entity contains data, the status for all parents in the deleted entity's consolidation path becomes IMPACTED. For more information on consolidation status, see Consolidation Statuses on page 349.

➤ To remove an entity from an organization:

1. From the Organization window, select the entity you want to delete.

2. Select **Edit > Remove Entity**.

3. Select **File > Save** to save changes to the organization.

Purge Unowned Entities

Unowned entities are entities that do not belong to any organization. For example, if you delete the entity USWEST from the CORP organization, and USWEST is not a part of any other organization, it becomes an unowned entity. When an entity becomes an unowned entity, the system retains all data associated with the entity.

If you add an unowned entity to an organization, the data for the entity remains intact. When you no longer need an unowned entity, you can purge it from the application. Purging an entity removes it from the application permanently and deletes all data associated with it.

An entity is considered unowned only if it is not directly owned by another entity in any category or period. Therefore, an entity, whose direct parent is an unowned entity, is not considered unowned because it is still owned by a parent. For example, if you delete an entity that has children, the children are not unowned until the parent is purged.

Note: Purging entities can impact consolidation status. If the entity contains data, the status for all parents in the purged entity's consolidation path becomes IMPACTED. For more information on Consolidation Status, see Appendix A.

➤ To purge unowned entities:

1. From the Organizations window, select **Edit > Purge Unowned Entities**.

2. Do one or more of the following:

- To move specific unowned entities to the Entities to Purge list box, select the entities and select **Add**.

- To move all unowned entities to the Entities to Purge list box, select **Add All**.

- To remove specific unowned entities from the Entities to Purge list box, select the entities and select **Remove**.

- To remove all entities from the Entities to Purge list box, select **Remove All**.

- To select multiple adjacent entities, select the first entity and either drag to select the remaining entities in the range or hold down **Shift** and select the last entity in the range.

- To select multiple nonadjacent entities, hold down **Ctrl** while selecting individual entities.

3. Select **OK**.

Note: To purge unowned entities from the server, open the Unowned Entities window, select Execute on Server, then select OK. The purge process begins immediately.

Dynamic Organizations

Dynamic organizations reflect changes to a business structure over time. The structure and ownership of dynamic organizations can vary by category and period. For example, in a dynamic organization, an entity can be a dependent of

one parent in one period and a different parent in the next period. The following figure shows the dynamic organization European Regions in the periods January and February in the Actual category.
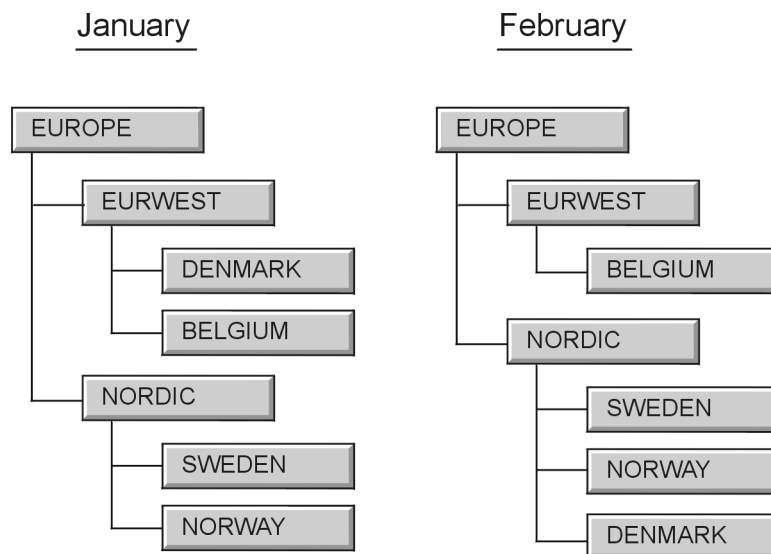
Figure 43: European Regions Dynamic Organization

In the previous figure, the entity Denmark is a dependent of Europe West in the January period and does not report to Nordic. In the February period, Denmark is a dependent of Nordic and is no longer a dependent of Europe West. Belgium is a new dependent of Europe West.

Ownership, control, and consolidation percentages in a dynamic organization structure can vary by period and category, as can consolidation and translation methods. For example, Europe can own 70 percent of Europe West in the January period of the Actual category and 80 percent of Europe West in the February period. In the Budget category in the same application, Europe can own 80 percent of Europe West in the January period and 90 percent of Europe West in the February period.

Substructures cannot vary by period and you may see a change in status if you add or delete a substructure to or from an entity.

You can create dynamic organizations only if you select the setting Ownership by Period and Category when you create an application. You cannot change this option after you set up the application. For more information, see Application Options on page 45.

When you open a dynamic organization in the Organizations window, the period and category are available in the point of view. The organization chart shown in the window is for the current category and period. Changing the period or category on the point of view bar changes the organization chart to show the structure defined for the selected period and category. Different period and category combinations for the same organization can contain drastically different organization charts.

Setting up a dynamic organization is similar to setting up a static organization. You add, move, and delete entities and enter the ownership values. When you set up a dynamic organization, however, those tasks define and change the organization only for the current period in the current category. You must set up the organization structure for a period to consolidate data for that period.

Note: During consolidation, the system detects that when the system determines that an entity belongs to more than one parent, the system applies the information from the first active parent found to the entity. For example, if you leave the method option set to None for a subentity and its entity belongs to more than one parent, the method is inherited from the first active parent. The parent from which the method is from cannot be the same entity that you are consolidating.

You can cut, copy, and paste entities from and to organizations for different periods and categories. For example, you can copy an entire organization structure and paste it in one or more periods.

For more information about copying entities, see Copy Entities on page 201. For more information about pasting an entire organization structure into different periods, see Copy and Paste Organization Structures on page 218.

In an application with dynamic organizations, the system can calculate the ultimate ownership and control percentages in a structure based on share information that you enter or load. The system can then use these ultimate percentages to propose consolidation methods and percentages for entities based on the consolidation table that you set up in the Applications window. For more information about shares, see Enter Shares or Percentages on page 208. For more information about setting up consolidation methods and percentages, see Set Up Consolidation on page 50.

Open Periods

Before you define the structure of a dynamic organization for a period, you must open the period. You do this by accessing the period for the first time. You only need to open a period once.

When you open a period, the organization structure for the new period contains the top entity that you defined in the first period only. You must define the consolidation path for that period. You cannot change the top entity. For more information about setting up the entities in an organization, see Entity Setup on page 189.

➤ To open a period:

1. Select the period in the point of view. For instructions on selecting a period in the point of view, see *Hyperion Enterprise Getting Started*.

2. Open the organization in the Organizations window. For more information about opening an organization, see *Hyperion Enterprise Getting Started*.

View Dynamic Organizations

In a dynamic organization, the period and category in the point of view determine which organization structure appears in the Organizations window. You can change the point of view to show the organization for a different period or category. For more information, see *Hyperion Enterprise Getting Started*.

➤ To view a dynamic organization in the Organizations window, select **Edit >Point of View** and select the category and period for which to view the organization structure.

Set Dynamic Organization Options

In a dynamic organization, you can vary entity codes by period and category. This allows you to assign different codes to entities as your organization or reporting needs change. For example, you can assign the code EuropeTrend to the entity UK for one period to include it in a particular trend report. If you no longer want to include UK in the report in the following period, you can change UK's code.

If you do not want to vary an entity's code by period or category, you select the entity's code from the drop-down list on the Attributes tab of the Entity pane. If you want to vary an entity's code by period and category, you define the codes for the entity on the Advanced Options tab.

For more information about maintaining entity codes, see Codes on page 161.

➤ To set dynamic organization options:

1. In the Organizations window, double-click on an entity or select an entity, then select **Edit > Entity**.

2. Select **Advanced Options**.

3. Type a valid entity code for one or more periods.

4. Select **File > Save** to save changes to entity codes.

Enter Shares or Percentages

In a dynamic organization, you can set up the ownership and control of an organization by recording the shares of stock that the entities in the organization own in one another. You can record two types of shares for an organization: regular shares and voting shares. The system uses regular shares to calculate ownership, and voting shares to calculate control.

You can enter or load the number of shares that entities own, or you can enter the percentages of shares that entities own. If you assign a holding company to a group parent, the system can calculate the ultimate ownership and control percentages based on the share values. It can then use the ultimate percentages to propose the consolidation percentage and method for the entities below that parent. You enter shares or percentages for each period in each category for a dynamic organization. For more information about loading shares, see Load Shares on page 214.

You determine how to enter shares when you set up the application. If you select Input Shares as Units, you enter or load the regular and voting shares that define the relationships between entities. If you select Input Shares as Percentages, you enter the direct ownership and control percentages that define the relationships between entities. You enter this information in the Shares dialog box. For more information about application settings, see Application Options on page 45.

If you choose to input the number of regular and voting shares for entities, you must first enter the total number of outstanding regular and voting shares of stock for each entity. The system uses these values to calculate the direct percentages of ownership and control.

The system stores the total percentage of each entity's outstanding shares that the other entities in the organization own. You can view this value in the Shares dialog box, or you can include it in reports.

Note: You can record share information if you select the application setting Vary Organization by Period and Category only. For more information, see Application Options on page 45.

You enter shares or share percentages on the Entity Owns or the Own Entity tab of the Shares dialog box. The Entity Owns table shows the entities in which the selected entity owns regular or voting shares. The Own Entity table shows the entities that own regular or voting shares in the selected entity. You can enter the number of shares or the share percentages directly in either table. When you enter information in one table, the other table reflects the change. You can also load share information into an application.

You can copy share information while pasting an organization by using an option in the Paste Organization dialog box.

Note: Share information is by entity, not by node or organization.

If you choose to enter the number of shares, you cannot manually edit the values in the share percentage columns in the Entity Owns and Owns Entity tables.

Note: The share information you enter applies only to entities, not to subentities. You can enter shares into intercompany entities only.

➤ To enter shares or percentages:

1. From the Organization window, select an entity and select **Edit > Shares**.

2. In the Entity Owns or Own Entity table, do one or more of the following:

   ● If the entity for which you want to enter shares is not in the table, set the focus to the Shares window and select **Edit > Add Partner**.

   ● Type the number of regular and voting shares owned and outstanding for the specified entities.

- Type the ownership and control percentages for the specified entities.

Tip: You can filter the Entity Owns and Own Entity tables by selecting the View Filter tables.

3. Select **File > Save** to save the new information.

Filter Tables in Dynamic Organizations

You filter the tables in dynamic organizations to customize the display of information. When you filter a table, you determine which rows and columns appear in the table. For example, you can show information for the current period only. You can filter these tables:

- The Ownership table on the Ownership tab of the Edit Entity dialog box

- The Dependents table on the Dependents tab of the Edit Entity dialog box

- The Entity Owns table on the Entity Owns tab of the Shares dialog box

- The Own Entity table on the Own Entity tab of the Shares dialog box

The system saves the filter settings each time you work in a table. When you access a table, you see the information that you selected to show in your last work session.

➤ To filter a table in a dynamic organization:

1. From the Organizations window, access the table in which you want to work, and do one of the following:

   - To access the tables in the Edit Entity split window, double-click on an entity or select **Edit > Entity**.

   - To access the tables in the Shares split window, select **Edit > Shares**.

2. Select **View > Filter Table** and select the columns to show in the table.

3. Select **OK**.

Shares Load and Extract

You load shares from or extract shares to ASCII files to transfer information between different Hyperion Enterprise applications or between Hyperion Enterprise and other software systems, such as general ledgers. Many external

systems, such as general ledgers and spreadsheets, can create text files that you can load into Hyperion Enterprise. If necessary, you can edit a text file with a text editor before you load it.

For Hyperion Enterprise to recognize shares files, they must contain certain information. A shares file must specify a category, the first and last periods that receive the shares, the entities that receive the shares, and the total outstanding share values. A shares file can contain shares for many entities, but only for one category. The file can contain shares for a range of periods, but the periods must be consecutive.

The number of records that load successfully and the number of records that fail during a load are written to the Hyperion Enterprise ERROR.LOG.

Shares load files only affect shares in the periods they specify. For example, if a file specifies periods 1 through 4 for the Actual category that contains 12 monthly periods, periods 5 through 12 are not affected by the shares load.

Here is a sample ASCII file that specifies shares for entities in the Actual category for periods 1 through 4:

```
ACTUAL
1
4
OV,USCORP,,10000
OS,USCORP,,10000
OV,DIV1,,100,200,300,400
OS,DIV1,,100,200,300,400
V,USCORP,DIV1,100,200,300,400
S,USCORP,DIV1,100,200,300,400
```

The first line of the sample file specifies the Actual category. The second line specifies the category's first period, January, as the first period into which the shares will be loaded. The third line specifies the category's fourth period, April, as the last period into which shares will be loaded. The fourth through ninth lines of the sample file each contain entity IDs followed by the IDs of the entities in which they own shares, and share values for each specified period.

Note: OV = Outstanding Voting, OS = Outstanding Regular,
V = Voting Owned, S = Regular Owned.

In the previous sample file, the fourth line specifies that the share values 100, 200, 300, and 400 have been extracted from or are being loaded into the Division 1 share table for the entity US Corporation. A comma (,) delimiter separates the share elements on each line of this sample file.

When you load shares into an application, you select whether to replace or merge the values in the ASCII file with the existing share values in the application.

The following table shows how the different load modes will affect the existing values.

Table 38: Modes for Loading Shares

If you select...	The load...
Replace	Clears all existing values and replaces them with the values in the load file. For more information, see Replace Mode on page 212.
Merge	Replaces the existing values with the entities specified in the load file only. For more information, see Merge Mode on page 213.

Replace Mode

You can use the Replace option to clear existing values from all entities for the periods specified in the shares load file and to replace them with values from the shares load file. If the load file does not specify an entity, the load clears its values for the specified periods. For example, suppose the application contains values in the Actual category for the shares that US Division owns of US West, US East, and US South for periods 1 through 3.

The following table shows the share values for these entities and periods that already exist in the application.

Table 39: Share Values for US Division

US West	100	100	100
US East	100	100	100
US South	100	100	100

If you select the Replace option to load shares for the same category, entities, and periods, the system uses the load value for each period to replace the existing value for that period.

This sample load file specifies the values to be loaded and replaced for each payroll account:

```
ACTUAL
1
3
USDIV,USEAST,250,0,250
USDIV,USSOUTH,50,0,50
```

The following table shows the result of the shares load using the Replace option.

Table 40: Replaced Share Values

US West	0	0	0
US East	250	0	250
US South	50	0	50

Merge Mode

You can use the Merge option to clear existing values from the entities specified in the shares load file and replace them with the values from the shares load file. The Merge option clears only the values from the accounts specified in the load file before loading shares. For example, suppose the application contains values in the Actual category for the shares that US Division owns of US West, US East, and US South for periods 1 through 3.

The following table shows the share values for these entities and periods that are already in the application.

Table 41: Share Values for US Division

US West	100	100	100
US East	100	100	100
US South	100	100	100

The following sample load file specifies the accounts and values to be merged during shares load:

```
ACTUAL
1
3
S,USDIV, USEAST,250,0,250
S,USDIV, USSOUTH,50,0,50
```

The following table shows the result of the shares load using the Merge option.

Table 42: Merged Share Values

USWEST	100	100	100
USEAST	250	0	250
USSOUTH	50	0	50

Load Shares

You can load share values into an application to maintain direct ownership and control information for the entities in a dynamic organization. You can load regular and voting shares or share percentages from a text file.

➤ To load shares:

1. From the Organizations window, select **Task > Load Shares**.

2. Select the mode and the file to load.

3. Select **OK**.

Extract Shares

You can extract shares from one or more periods and one or more entities in a dynamic organization to a text file. If you maintain share information in an external software program, you can extract shares from a Hyperion Enterprise application to a text file to load them into the external program. You can also extract shares to load them into a different Hyperion Enterprise application. This is an easy way to copy share information between applications.

➤ To extract shares:

1. From the Organizations window, select **Task > Extract Shares**.

2. Select the periods and entities whose share values you want to extract, then select the file to which to extract the values.

3. Select **OK**.

Removing Shares

You can remove shares from an organization for an entire entity. For example, if you dispose of a company, you can delete the shares from the entity in that organization. When you delete shares from an organization, you delete shares for an entire entity. All data associated with the entity remains intact. There are two ways to delete shares for an entity, by partner and by using the left arrow key on your computer keyboard.

➤ To remove shares from an entity:

1. From the Organizations window, select the entity that contains the shares that you want to remove.

2. Select **Edit > Shares**.

3. Do one of the following:

   ● Using the Find Partner dialog box:

      i. Select **Edit > Find > Partner**, then select the partner from which you want to remove shares.

      ii. In the Find Partner dialog box, select the partner that you want to remove shares from.

      iii. Select **OK**. The entire partner row is highlighted.

   ● Using the left arrow key:

      i. In the Shares dialog box, select a data cell in the second column that has data.

      ii. Select the left arrow key on your keyboard. The entire row is highlighted.

4. Select **Edit > Remove Entity**.

Calculate Ownerships

In dynamic organizations, the system can determine the consolidation percentages and methods assignments based on the shares for a group of entities with a holding company. The calculate ownerships process uses the direct share percentages that

the entities in a group own in one another to calculate the ultimate ownership and control percentages for the dependents of the selected parent. It also proposes a consolidation method and percentage for entities in a group.

Note: You must assign a holding company before the calculate ownerships task is available.

When you run this process, the system generates a flat group structure for one or more periods based on the calculation. This overwrites any existing group structure.

In a group of entities with a holding company, the ultimate percentage control of a dependent is the percentage of voting shares of stock that the holding company owns either directly or indirectly. The ultimate percentage ownership of a dependent is the percentage of regular shares of stock that the holding company owns either directly or indirectly. The system uses the holding company's ultimate control and ownership to propose a method and percentage for consolidating the dependents.

Note: You can calculate ownerships for a group with an assigned holding company only.

Create Organization Structure

Creates an organization branch containing all entities that the selected parent's holding company directly or indirectly controls. The branch that the system creates replaces any structure that exists for the selected periods for that parent.

Calculate Ultimate Percent Control

Calculates the percentage that the selected parent's holding company controls of each dependent. The system calculates the ultimate percent control based on the share information stored in the share table. For more information, see Set Up Consolidation on page 50.

Calculate Ultimate Percent Ownership

Calculates the ultimate percent owned based on the direct and non-direct ownership information stored in the system. For more information, see Set Up Consolidation on page 50.

Propose Method

If you select this option and you do not select the Calculate Ultimate Percent Control option, the system uses the percent control stored in the system and proposes the method based on the method defined in the Consolidation Method table in the Application window.

If you select this option and also select the Calculate Ultimate Percent Control option, the system calculates the percent control and then proposes the method based on the newly calculated ultimate percent control.

Calculate Ultimate Percent Consolidation

Calculates the ultimate percent consolidation based on the information specified in the Consolidation Method table in the Application window. For more information, see Set Up Consolidation on page 50.

➤ To calculate ownership:

1. In the Organizations window, select the parent of the branch for which you want to calculate ownership, then select **Task > Calculate Ownership**.

2. Select one or more periods for which to calculate the ownership, and select one or more calculation options.

3. Select **OK** to perform the calculation.

Update Intercompany Dependents

If you want to add dependents that are not directly owned by the parent, you must update the Intercompany Dependents table manually. You can update the Intercompany Dependents table in any of the following ways:

● You can load share information into the table through an ASCII text file system load. For more information, see Application Load and Extract Files on page 475.

● You can calculate ownerships, which generate intercompany dependents records based on shares. For more information, see Calculate Ownerships on page 215.

● Run Update Intercompany Dependents table.

The system automatically updates the Intercompany Dependents table when you add a dependent that is directly owned by the parent.

Note: When you update intercompany dependents, the system creates a record for each combination of dependents in the Intercompany Dependents table.

➤ To update intercompany dependents:

1. From the Entities module, select the parent for which to display intercompany dependents.

2. Select **Task > Update Intercompany Dependents**.

3. Select the periods that you want to update.

4. Do one of the following:

   ● To update the Intercompany Dependent table, select **Update Only**.

   ● To clear the table and reset criteria, select **Clear and Restart**.

5. Select whether you want to update intercompany dependents for the current group and all subgroups, the current group only, or all groups in all organizations, then select **OK.**

Copy and Paste Organization Structures

You can copy the entire organization structure for one period or one category of a dynamic organization and paste it in other periods and categories. This is faster and easier than building organization structures individually for each period in each category.

For example, if you set up the organization structure for the January period in the Actual category, and you know that the structures for the February period in the Actual category and the January period in the Budget category are very similar, you can paste the structure that you set up for January Actual into February Actual and January Budget. You can then make changes to the structure and ownership in the new periods.

For more information about opening specific periods for an organization, see View Dynamic Organizations on page 207.

➤ To copy and paste an organization structure:

1. From the Organizations window, set the point of view to the period you want to copy.

2. Select **Edit > Paste Organization**.

3. Do one of the following:

   - Select all periods in current category from which to copy, then select a category with the same frequency to which to paste.

   - Select current period only from which to copy, and select a category to which to paste.

4. Select **OK** to paste the structure into the selected periods.

Substructures Window

You use the Substructures window to define, view, and modify the substructures in an application. Like the Organizations window, the Substructures window is a split window that contains an Organization Chart pane and an Entity pane.

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The following figure shows the Substructures window.
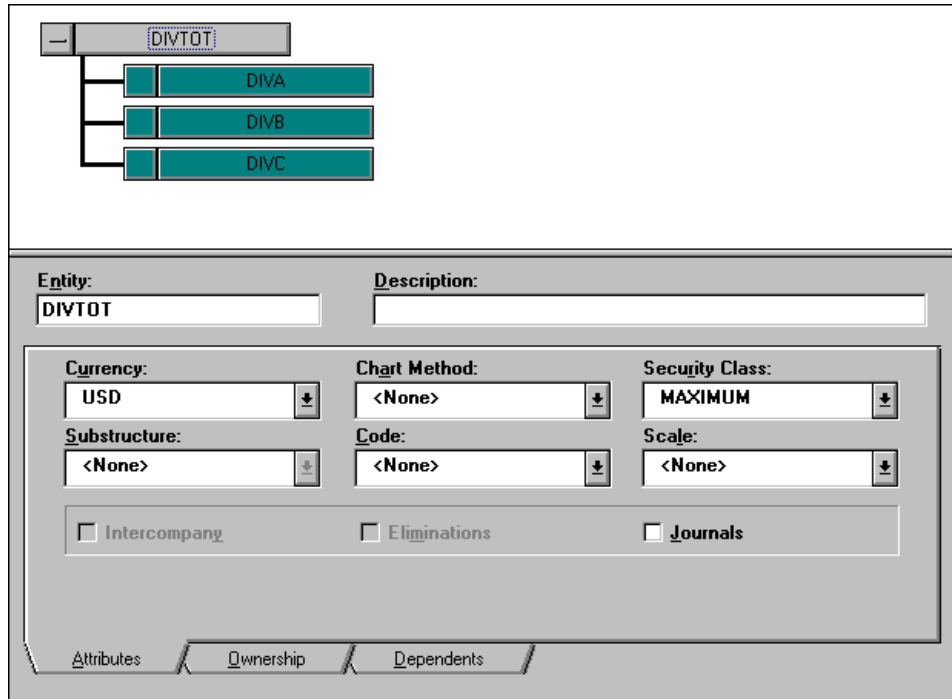
Figure 44: Substructures Window

You perform the following tasks while working in the Substructures window:

● Show and hide different levels of dependents

● Find specific subentities

● View a specific branch of a substructure

You work in the Substructures window the same way that you work in the Organizations window. For more information, see Organizations Window on page 176 and the Entity Setup on page 189.

Define Substructures

You define substructures to use as templates for tracking similar data for multiple entities in an organization. Defining substructures includes creating new substructures and editing the attributes of existing substructures.

When you define a substructure, you can set entity and ownership attributes for the individual subentities that make up the substructure, or you can leave them blank. When you attach a substructure to a base entity, any attributes that you left blank take on the corresponding attribute specified in the base entity. Any attributes that you specified override the corresponding attribute in the base entity.

Note: When an entity belongs to more than one parent, the system uses the information from the first active parent found for that particular entity as the override.

You can delete a substructure when you no longer need to use the operation that it is set up to perform. For example, if a substructure called Translate French francs converts values to French francs, and you dispose of all French entities, you can delete the Translate French francs substructure. When you delete a substructure, the subentities that make up the substructure are not removed from the application. For information in removing these subentities, see Remove Entities from an Organization on page 202.

You add, delete, move, and copy subentities in a substructure the same way you maintain entities in the Organizations window. For more information, see Define Entities on page 198.

➤ To define a substructure:

1. From the Substructures window, do one of the following:

   ● To create a substructure, select **File > New Substructure**.

   ● To edit a substructure, open the substructure you want to edit and select **File > Substructure Attributes**.

   Tip: To access the Substructures window from the Organizations window, select **Navigate > Substructures**, then select a substructure to open or select **New**.

2. Specify the ID, description, and security class, then select **OK**.

3. Add or change the entities in the substructure.

   4. Select **File > Save Substructure**.

Print or Preview Entities

You can use the print and preview options in the Organizations or Substructures windows to print or preview the current entities. You can print information for all entities or subentities or for the entities and subentities that appear in the window. For example, suppose the Organizations window shows the first level of dependents for the entity Corporate only. You can specify to include information about all entities in the organization, or for the entity Corporate and its first level of dependents only. You can preview the information before printing it, change the page format and page setup, and print the data on a printer or save it to a file. All entity lists can be printed regardless of size. For more information about printing and previewing in Hyperion Enterprise, see *Hyperion Enterprise Getting Started*.

Note: If you previously isolated an organization branch in the Organizations window, you can print information about entities within the branch only. For more information about isolating organization branches, see View Organization Branches on page 183.

When you print or preview organizations or substructures, you can specify whether to include information about entity and subentity attributes. For example, you can print the description, currency attribute, scale, and code for all specified entities or subentities.

➤ To print or preview entities:

   1. From the Organizations or Substructures window, do one of the following:

   ● To print an organization or substructure, select **File > Print**.

   ● To preview an organization or substructure, **File > Preview**.

   2. Select the information to include, then select **OK**.

   3. Select the print or preview options.

Chapter

7

Defining Accounts

About Defining Accounts

Accounts store financial data for each entity and category in an application. In Hyperion Enterprise, you define all accounts for all organizations in an application in one chart of accounts. The chart of accounts is a master list of all the accounts that you use to load and enter data, make journal adjustments, consolidate data, and create and run reports.

The chart of accounts contains the IDs, descriptions, and attributes for all accounts in an application. The information specified in the chart of accounts determines how the system handles accounts. These elements make up the chart of accounts:

- Accounts, which receive input directly or from other accounts or subaccounts

- Dynamic view accounts, which display a value based on the current data view and frequency

- Subaccounts, which are detail accounts that total into other summary or major accounts and can receive input directly or from other accounts or subaccounts

- Account groups, which are related accounts that are grouped together for reporting purposes and usually share similar account attributes

- The Global account group, which contains accounts that all entities in the application use

Note: Any changes you make to accounts in the Global group apply to every entity in the application.

You use two windows in the Accounts module to set up the chart of accounts: the Chart of Accounts window, to define accounts and account groups, and the Subaccount Tables window, to create tables of related subaccounts that you can use multiple times in the chart of accounts.

After you set up the chart of accounts, you can use these other windows in the Accounts module to define other application elements that contain accounts:

● You use the Account Conversion Table window to transfer data between Hyperion Enterprise accounts and accounts from other systems. For more information, see Account and Entity Conversion Tables on page 301.

● You use the Intercompany Matching Table window to set up intercompany transactions between entities in an organization and to eliminate these amounts from the final balance sheet. For more information, see Intercompany Matching Setup on page 295.

● You use the Account Lists window to create subsets of accounts. For more information, see Defining Lists on page 311.

Accounts

You use accounts to hold data values. You can set up a major account to store input values or values calculated through formulas. You define accounts by assigning attributes that determine how the system handles the data in the accounts.

For example, the Type attribute determines how the system handles data values in reports such as balance sheets and income statements. Liability accounts and asset accounts have different effects on balance sheets; therefore, the system handles the data in each type of account differently. The attributes that you specify tell the system whether to consolidate the account and whether it contains currency values that should be translated. For more information on defining accounts, see Defining Accounts on page 223.

You can assign a subaccount table to a major account for storing further detail about the account. When you do this, the major account contains a value calculated from the detail data in the subaccounts. For example, if the major account Golf Gross Sales has subaccounts called Men's Shoes and Women's Shoes, the Golf Gross Sales value is equal to the total of the Men's Shoes and Women's Shoes values. For more information on defining subaccount tables, see Define Subaccount Tables on page 244 and Define Subaccounts in a Table on page 244.

Dynamic View Accounts

Dynamic view accounts store a formula instead of a data value. When you view a dynamic view account in the Data Entry or Database window, the system calculates its value based on the current frequency and view. If you change the frequency or view, the system recalculates the account when you calculate formulas. For example, you can use a dynamic view account to calculate the gross margin percentage as the Gross Margin value divided by the Gross Sales value. For more information on calculating formulas, see the *Hyperion Enterprise User's Guide.*

The following table shows how the value in the Gross Margin Percentage dynamic view account changes depending on the data view.

Table 43: Dynamic View Accounts

Account	Periodic Data View	Category-to-Date Data View
Gross Sales	150	350
Gross Margin	100	200
Gross Margin Percentage	0.67	0.57

For more information on data views, see Category Attributes on page 137.

In the Chart of Accounts window, you designate that an account is a dynamic view account. You define the formulas for dynamic view accounts in the Formulas window. For more information on defining dynamic view account formulas, see Dynamic View Accounts on page 225.

If you have more than 2,000 dynamic view accounts, particularly dynamic view accounts that reference other accounts with logic attached to them, Hyperion Enterprise automatically refreshes your data during initial retrieval.

You can include dynamic view accounts in reports, schedules, and account lists. Dynamic view accounts do not store data values and therefore are not valid in account conversion tables or data load.

Note: If a major account is a dynamic view account, all its subaccounts are also dynamic view accounts. If a major account is not a dynamic view account, none of its subaccounts can be dynamic view accounts.

Subaccounts

Subaccounts contain detail about the values that appear in major accounts or other subaccounts. Subaccounts total into the major account or the subaccount to which they are attached. You can have up to two levels of subaccounts to show greater account detail.

For example, you might have a major account called Product Sales that has subaccounts of Golf, Tennis, and Soccer to represent sales. In addition, the subaccounts might each have the subaccounts Shoes, Balls, Equipment, and Apparel to provide product line sales detail.

The following figure shows the resulting chart of accounts.

Figure 45: Chart of Accounts Window with Detail

Account Groups

You define account groups to organize accounts and assign default attribute values. When you view an account in the chart of accounts, it appears in an account group. You can create as many account groups as your application requires. For example, you might want to create a Short-term Liability account group that contains all your short-term liability accounts.

Each account group has default attributes that determine how the system handles the values of the accounts contained in the group. When you add an account to an account group, the account inherits the current group default attributes, but you can assign attributes to individual accounts in groups. Individual account attributes override group attributes.

Global Account Group

The Global account group contains account information used by all entities in an application. By storing this information once, the Global account group reduces both the storage space your application requires and the amount of data you need to modify to change your application operation. For example, you can enter or change the exchange rates in the Global group for all entities in an application at once.

The system creates the Global account group when you create an application. You can rename the group or add and delete accounts within it, but you cannot delete the Global account group.

Chart of Accounts Window

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You use the Chart of Accounts window to define, view, and modify the chart of accounts. The Chart of Accounts window contains a table that shows account groups and the account and subaccount hierarchy within those groups. Two tabs below the Chart of Accounts show the attributes of the highlighted account group, account, or subaccount.

When you first open the Chart of Accounts window, it shows account group information only. You must expand the table to view the entire chart of accounts.

The following figure shows the Chart of Accounts window.

Account	Description
GLOBAL	Global Accounts
AVGRATE	Average Rate for P-L Translation
USD	AVGRATE - US Dollars
DM	AVGRATE - German Mark
LIRA	AVGRATE - Italian Lira
FFR	AVGRATE - French Francs
PND	AVGRATE - British Pounds
ECU	AVGRATE - European Common Currency
CRUZ	AVGRATE - Cruzario
CAND	AVGRATE - Canadian Dollars
SFR	AVGRATE - Swiss Francs
AUSD	AVGRATE - Australian Dollars

Account Attributes

Type: Liability

Decimals: 0

Security Class: MAXIMUM

☒ Scaled   ☒ Consolidate   Code: LEVEL_1
☒ Currency ☐ Dynamic View

Attributes   Subaccount Table

Figure 46: Chart of Accounts Window

Account Table

The Account table contains the group, account, or subaccount ID and description. The system indents accounts under the account group and subaccounts under accounts in the Account column to show the hierarchy. You can use the View menu commands or the plus (+) and minus (-) signs on the table to expand and collapse parts of the chart of accounts. For more information on showing and hiding parts of the chart of accounts, see *Hyperion Enterprise Getting Started*.

Attributes and Subaccount Table Tabs

The Attributes and Subaccount Table tabs show the attributes for the selected account, subaccount, or account group. For more information on account attributes and the subaccount table that are attached to the current account, see Account Attributes on page 230.

You can view parts of the chart of accounts in the following ways:

- You can find a specific group or account.

- You can show only those accounts that appear in one account group. For more information, see Show Selected Account Groups on page 230.

- You can print or preview the chart of accounts. For more information, see *Hyperion Enterprise Getting Started*.

Find Account Groups in the Chart of Accounts

You can locate a specific account group in the Chart of Accounts window. This might be faster than scrolling through the entire chart of accounts to search for an account group, particularly if group and account detail are shown.

➤ To find an account group:

1. From the Chart of Accounts window, select **Edit > Find > Group**.

2. Type an account group ID or select one from the list.

3. Select **OK**.

Find Accounts in the Chart of Accounts

You can find a specific account in the Chart of Accounts window even if you do not know its account group. If the selected account is part of the detail of a group or account that is collapsed, this option expands the detail and highlights the selected account.

➤ To find an account in the chart of accounts:

1. From the Chart of Accounts window, select **Edit > Find > Account.**

2. Use check boxes to filter the list of accounts.

3. Type an account ID or select one from the list.

4. Select **OK**.

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Show Selected Account Groups

You can view a single account group in the Chart of Accounts window. For example, if you want to add accounts to the end of a group without inserting rows, you can view only the Income Accounts group.

Note: After you select a group, you cannot scroll to view other groups in the chart of accounts.

➤ To show a selected account group:

1. From the Chart of Accounts window, select **View > Group**.

2. Type an account group ID or select one from the list.

3. Select **OK**.

Tip: To view another account group, select **View > Group** again. To display the entire chart of accounts again, select **View > Chart of Accounts**.

Account Attributes

You assign a set of account attributes to each account group or account in the chart of accounts. These attributes determine how the system processes accounts and their values. For example, if you select the Currency attribute for an account, the system includes that account in currency translations.

When you define an account group, you define the default attributes for accounts in the account group. Each account you add to a group uses the default attributes, but you can then change the attributes manually. If you change the default attributes for an account group, the changes apply only to new accounts that you create in that group. The changes do not affect the accounts already in the group or accounts you move into the group. For more information on defining account groups, see Define Account Groups on page 234.

Type Account Attribute

The Type attribute determines how the system processes and stores the account values. You assign the following account types to an account to determine how the system treats the account values:

● Income accounts store values that increase net worth if the value is positive.

- Expense accounts store values that decrease net worth if the value is positive.

- Asset accounts store values that represent the assets of a company.

- Liability accounts store values that represent the liabilities of a company.

- Balance accounts store values that relate to a particular point in time.

- Flow accounts store values that accumulate over time.

Decimals Account Attribute

The Decimals attribute determines the number of decimal places the system shows for account values in the Database and Data Entry windows. For example, if you set the Decimals attribute of an account to 0 (zero), the system shows values as whole numbers. If you set the Decimals attribute of an account to 2, the system shows values with two decimal places, such as 8.25.

Note: The Decimals attribute is used only for displaying data. The system stores and calculates data using the exact value that was entered or calculated.

Scaled Account Attribute

The Scaled attribute determines the scaling of an account in the Data Entry and Database windows. For example, if you set the scale for the U.S. Region entity to thousands (3), and you enter a value of 6 in the Sales account for the U.S. Region, the system shows the number 6 but stores the number 6,000. If you do not scale the Sales account, and you enter a value of 6, the system shows the number 6 and stores the number 6.

Scaling for entities, categories, and data loads applies only to accounts that have been assigned the Scaled attribute. If you select the Scaled attribute for an account and specify a scale for an entity and category, the system shows the values for the account in the scale specified for the category. For more information on scaling for an entity, see Set Entity Defaults on page 196 and Define Entities on page 198. For more information on scaling for a category, see Category Attributes on page 137. For more information on scaling for data loads, see the *Hyperion Enterprise User's Guide.*

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Consolidate Account Attribute

The Consolidate attribute determines whether the system includes an account's data in consolidations. For example, if you do not use the Consolidate attribute for accounts that contain interest rates and exchange rates, the system does not consolidate these values. For more information on consolidation, see the *Hyperion Enterprise User's Guide*.

Currency Account Attribute

The Currency attribute determines whether the system applies currency translations to an account during consolidation. For example, you would select Currency for an account that contains data on the cost of goods sold, but not for an account that contains tax rate data.

Code Account Attribute

The Code attribute assigns a predefined code to the account. Codes are used as a reporting tool and allow you to filter accounts to create account lists. For example, you can report on the opening balances for all balance sheet accounts in the application by assigning the same code to each opening balance subaccount. As you add and delete balance sheet accounts with this code, the system adds and deletes the subaccounts in a dynamic account list based on this code.

A subaccount has the same code as the account to which it is attached unless you assign a different code to the subaccount. If you assign a code to a first-level subaccount, the subaccount inherits the code of the major account to which it is attached even though it retains its own code assignment. If you assign a code to a second-level subaccount, the second-level subaccount inherits the code of the subaccount to which it is attached and the code of the major account to which the first-level subaccount is attached. For more information on defining codes, see Define Codes on page 164.

Subaccount Table Account Attribute

The Subaccount Table attribute, which is labeled table in the window, attaches a subaccount table to a major account or subaccount. The system inserts the subaccounts in the table below the account or subaccount to which the table is attached. For example, if you attach the Golf Product Line subaccount table to the Golf Gross Sales, Golf Cost of Goods Sold, and Golf Gross Margin accounts, the

subaccounts in the Golf Product Line subaccount table appear as detail accounts under these accounts. For more information on subaccount tables, see Define Subaccount Tables on page 244.

Note: If you detach a subaccount table that contains data from a major account, the sum of the data in the subaccounts remains in the major account.

Subaccount Table Type Account Attribute

When you attach a subaccount table to an account, you tell the system whether the subaccounts are fixed or validated. Fixed subaccounts always appear in the Data Entry and Database windows, whether or not they contain data. Validated subaccounts appear in the Data Entry and Database windows only if they contain data.

Account Group Setup

You set up account groups to group similar accounts for reporting. For example, you can create one account group for short-term liabilities and another for long-term liabilities.

You set up account groups by defining the account group, then by defining, moving, and deleting accounts. Account group setup also includes defining default attributes for the account group. Account group attribute defaults are the account and subaccount attributes that the system applies to an account when you add it to an account group. When you create an account, you can keep the default group attributes or select new ones.

When you change any account group attributes, the accounts that exist within the account group do not change. When you create new accounts, the accounts inherit the current account group attributes.

You can delete an account group if you no longer need it, but you must first remove all accounts from the account group. For more information on deleting accounts and account groups, see *Hyperion Enterprise Getting Started.*

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Define Account Groups

You can add account groups when you need to define new account groups in your chart of accounts. You can also edit the ID and description of an existing account group. The number of account groups you can add to your application is unlimited. Once you add an account group, you can set group attribute defaults. For more information on account attributes, see Account Attributes on page 230.

➤ To define an account group:

1. From the Chart of Accounts window, do one of the following:

   ● To create an account group, select the first blank row in the table.

   ● To edit an existing account group, select the account group you want to edit.

2. Type an account group ID and description.

3. On the Attributes tab, select the account attributes for the account group.

4. To assign a subaccount table to the account, select **Subaccount Table**, select a table, then select whether the subaccounts in the table should be **Fixed** or **Validated**. For instructions on defining subaccount tables, see Define Subaccount Tables on page 244.

   Tip: To attach only the first-level subaccounts in the subaccount table, select **Attach First Level Only**.

Move Account Groups

You can move account groups within your chart of accounts. When you cut an account group, the system copies it to the clipboard. You can then paste it to a different location within the chart of accounts. When you move an account group, the account and subaccounts it contains move with it.

Moving account groups can impact consolidation status. If the group you move affects formula calculations or subtotals, the status of parent entities that contain data changes to IMPACTED, and the status of base entities that contain data changes to CALC. For more information on consolidation status, see Consolidation Statuses on page 349.

Logic is also impacted when you copy and paste an account group within an application. You should recompile prior to running a consolidation to ensure that your logic is correct.

Note: The system prevents you from moving an account group between existing accounts in another account group. For example, you cannot move the Assets group between the Sales and Sales Discounts accounts in the Income group.

➤ To move an account group:

1. From the Chart of Accounts window, select the account group you want to move.

2. Select **Edit > Cut**.

3. To paste the account group, do one of the following:

   ● To move the account group to the end of the chart of accounts, scroll to the end of the chart of accounts and select **Edit > Paste**.

   ● To move the account group between existing groups, scroll to the account group ID before which you want to place the account and select **Edit > Paste**.

Account Setup

You set up accounts by defining, moving, and deleting accounts within account groups. You can also override the account group attribute defaults by defining attributes for individual accounts.

When you delete an account, the system deletes all account and subaccount data. Unless a period is locked, the system does not prevent you from deleting an account that contains data. For information on deleting accounts, see *Hyperion Enterprise Getting Started.*

Defining, moving, and deleting accounts can impact consolidation status if the account affects formula calculations or subtotals. For more information on consolidation status, see Consolidation Statuses on page 349.

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Define Accounts

You define accounts in the chart of accounts by adding accounts to account groups. When you create an account, the account inherits the default attributes of the account group. You can change the attributes to override the account group defaults of an account. For more information on defining account group attributes, see Define Account Groups on page 234. For more information on defining account attributes, see Define Account Attributes on page 236.

Adding or editing accounts can impact consolidation status. If an account you add affects formula calculations or subtotals, the status of parent entities that contain data changes to IMPACTED, and the status of base entities that contain data changes to CALC. For more information on consolidation status, see Consolidation Statuses on page 349.

➤ To define an account:

1. From the Chart of Accounts window, do one of the following:

   ● To add an account at the end of the chart of accounts, scroll to the blank row at the end of the chart of accounts.

   ● To add accounts at the end of an account group that you displayed using the View > Group menu command, scroll to the blank row below the last account in the account group.

   ● To add an account between existing accounts, expand the account group, scroll to the account before which you want to add the new account, then select **Edit > Insert > Account**.

   ● To edit an existing account, select the account you want to edit.

2. Type an ID and description for the account.

3. Define account attributes for the account on the Attributes and Subaccount Table tabs.

4. Select **File > Save**.

Define Account Attributes

When you create an account, the account inherits the attributes of its account group. You can change the attributes for an account or subaccount at any time.

Changing account attributes can impact consolidation status. If your account changes affect formula calculations or subtotals, the status of parent entities that contain data changes to IMPACTED, and the status of base entities that contain data changes to CALC. For more information on consolidation status, see Consolidation Statuses on page 349.

Note: If you change the code for an account, the consolidation status does not change.

➤ To define account attributes:

1. From the Chart of Accounts window, select the account or subaccount for which you want to set attributes.

2. On the Attributes tab, select the attributes for the account.

3. To manually assign a subaccount table to the account, select **Subaccount Table** and specify the subaccount table attributes. For instructions on defining subaccount tables, see Define Subaccount Tables on page 244.

Move Accounts

You can move accounts within your chart of accounts. When you move an account group, the system copies it to the clipboard. You can then paste it to a different location within the chart of accounts. The subaccount detail moves with the account, and the account attributes do not change.

Moving accounts can impact consolidation status. If the account you move affects formula calculations or subtotals, the status of parent entities that contain data changes to IMPACTED, and the status of base entities that contain data changes to CALC. For more information on consolidation status, see Consolidation Statuses on page 349.

➤ To move an account:

1. From the Chart of Accounts window, select the account you want to move.

2. Select **Edit > Copy**.

3. To paste the account in a new location, do one of the following:

   ● To paste the account at the end of the chart of accounts, scroll to the blank row at the end of the chart of accounts and select **Edit > Paste**.

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- To paste the account at the end of an account group displayed using the View > Group menu command, scroll to the blank row below the last account in the group and select **Edit > Paste**.

- To paste the account between existing accounts, expand the account group, scroll to the account before which you want to place the account, then select **Edit > Paste**.

Subaccount Tables Window

A subaccount table is a group of related subaccounts that you can use multiple times in the chart of accounts. You use subaccount tables to attach subaccounts to major accounts or other subaccounts. For example, if you create a table of subaccounts that lists individual products within your organization, you can assign that table to two different major accounts, one containing sales data and one containing cost-of-sales data.

You use the Subaccount Tables window to define, view, and modify the subaccounts in a subaccount table. The Subaccount Tables window contains a table that shows subaccounts in the current subaccount table. The table can also contain second-level subaccounts, which are subaccounts in a subaccount table that is attached to a subaccount in the current table. You can select a particular subaccount, or you can expand the levels in the table to view various levels of detail.

You can find a specific subaccount in the current subaccount table. You can also print or preview the current subaccount table or all subaccount tables.

When you first open the Subaccount Tables window, it contains first-level subaccounts only. You must expand the table to view the entire subaccount table.

The following figure shows the Subaccount Tables window.

Figure 47: Subaccount Tables Window

For information on opening a subaccount table, see *Hyperion Enterprise Getting Started*.

Account Table

The Account table contains the subaccount IDs and descriptions. The system indents second-level subaccounts under the first-level subaccounts in the Account column to show the hierarchy. You can use the View menu commands or the plus (+) and minus (-) signs on the table to show and hide second-level subaccounts. For more information on showing and hiding subaccounts, see *Hyperion Enterprise Getting Started.*

Account Attributes Section

The Account Attributes section contains information about the attributes for the current subaccount.

Subaccount Table Section

The Subaccount Table section contains information about the table that is attached to the current subaccount, if any. For more information on subaccount tables, see Define Subaccount Tables on page 244.

You can view parts of the subaccount table in the following ways:

- You can select a specific subaccount.

- You can print or preview the subaccount table. For more information, see *Hyperion Enterprise Getting Started.*

For more information on working with tables, see *Hyperion Enterprise Getting Started.*

Find Subaccounts

You can find a specific subaccount in the current subaccount table. This might be faster than scrolling through the entire table. If the selected subaccount is part of an attached subaccount table that is collapsed, this option expands the subaccounts and highlights the selected subaccount.

➤ To find a subaccount:

1. From the Subaccount Tables window, select **Edit > Find Subaccount**.

2. Type the subaccount ID in the edit box or select one from the list.

3. Select **OK**.

Subaccount Setup

Subaccount tables are lists of related subaccounts that you attach to accounts or first-level subaccounts. You can also attach subaccount tables to subaccounts in a subaccount table. When you attach a subaccount table, the subaccounts in the table become detail accounts that total into each account to which the table is attached. Unless the subaccount table has an account type specified, the subaccounts in the table inherit the account type from the account to which the table is attached.

For example, suppose a subaccount table is attached to an income account in the chart of accounts. If the subaccount table does not have an account type, the subaccounts in the subaccount table also use the type Income. If the subaccount table has an account type of Asset, however, all the subaccounts in the table are asset accounts.

You set up subaccount tables by defining subaccounts in the table. You can also copy an existing subaccount table to use as the basis for another subaccount table. Once you create a subaccount table, you can add, move, and delete the subaccounts in the table. You can also attach subaccount tables to subaccounts in the current subaccount table. For information on copying a subaccount table, see *Hyperion Enterprise Getting Started.*

When you delete a subaccount, the system deletes any subaccount data. Unless a period is locked, the system does not prevent you from deleting a subaccount that contains data. For information on deleting subaccounts, see *Hyperion Enterprise Getting Started.*

An intercompany subaccount table is used for storing values that the system uses for intercompany eliminations during consolidation. In an intercompany subaccount table, the table contains accounts that have the same IDs as the intercompany entities in the application. You set up an intercompany subaccount table the same way you set up other subaccount tables. For more information on intercompany subaccount tables, see Intercompany Subaccount Tables on page 296. For information on setting up intercompany eliminations, see Intercompany Matching Setup on page 295.

You define a subaccount table once, but you can use it with many accounts or first-level subaccounts. For example, if you create a subaccount table that contains subaccounts for all your products, you can then assign those same subaccounts to accounts that track sales and inventory data.

A major account can have as many as two levels of subaccounts. The subaccount IDs are indented below their major accounts in the Chart of Accounts, Database, Methods, and Data Entry windows.

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The following figure shows a subaccount table with one level of subaccounts assigned to a major account called Golf Gross Margin.

Figure 48: One Level of Subaccounts

Men's Golf Shoes and Women's Golf Shoes subaccounts are indented below the Golf Gross Margin major account. The Subaccount Table attribute indicates that the Golf Line subaccount table is assigned to Golf Gross Margin and has a Fixed subaccount type. The Type attribute indicates that the subaccounts in the table are income accounts, regardless of the account type of the account to which the table is attached. Because the Attach First Level Only check box is not selected, any second-level subaccounts in the table are attached to the major account.

You can use subaccount tables with two levels of subaccounts to quickly assign multiple levels of subaccount detail to major accounts. For example, if you attach a subaccount table with two levels of subaccounts to a major account, two levels of subaccount detail appear in the chart of accounts. If you attach a subaccount table with two levels of subaccounts to a first-level subaccount, only the first level of subaccount detail appears.

The following figure shows the Chart of Accounts window with two levels of subaccounts assigned to a major account called Product Sales.

Account	Description
− PRODUCTSALES	Sales
⊕ GOLF	Golf
⊕ TENNIS	Tennis
− SOCCER	Soccer
SHOES	Shoes
BALLS	Balls
EQUIP	Equipment
APPAR	Apparel

Account Attributes

Table:
PRODLINE   ● Fixed

Type: Income   ○ Validated   ☐ Attach First Level Only

Attributes   Subaccount Table
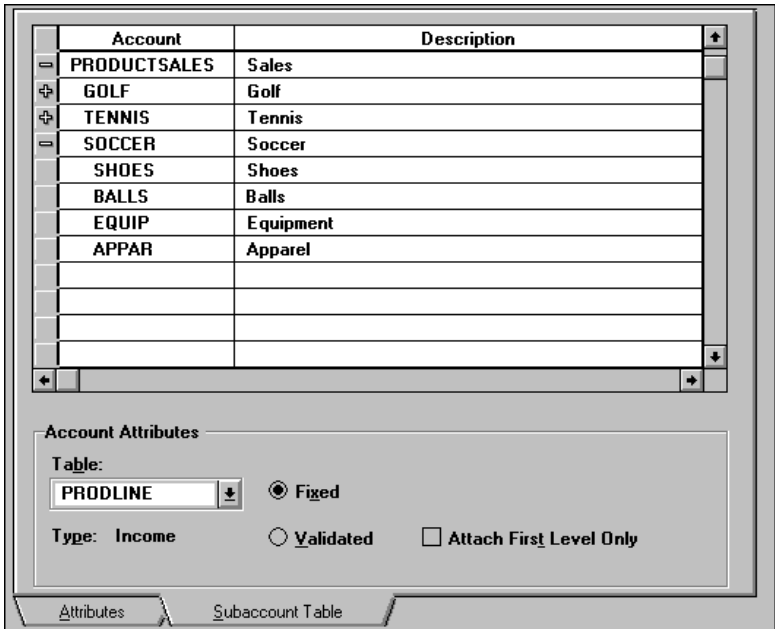
Figure 49: Two Levels of Subaccounts

The first level of detail appears indented beneath the Product Sales account. The Golf, Tennis, and Soccer first-level subaccounts are preceded by a plus sign (+) or minus sign (-), indicating that another level of detail exists. The second level of detail appears indented beneath the subaccounts to which it is assigned. Shoes, Balls, Equipment, and Apparel are second-level subaccounts. Although the Shoes, Balls, Equipment, and Apparel subaccounts are shown only under the Soccer account in the previous figure, the same second-level subaccounts exist for the Golf and Tennis first-level subaccounts.

Note: You can use the Attach First Level Only option to attach only the first level of subaccounts in a table to an account.

You can delete a subaccount table when you no longer need it; however, a subaccount table that is used in the chart of accounts, cannot be deleted. To delete a subaccount table, you must first remove it from all accounts in the chart of

accounts. For more information on removing a subaccount table from an account, see Define Account Attributes on page 236. For more information on deleting subaccount tables, see *Hyperion Enterprise Getting Started.*

Define Subaccount Tables

You define a subaccount table to create a set of subaccounts. After you create a subaccount table, you can then attach it to one or more major accounts or first-level subaccounts in the chart of accounts. You can also attach it to subaccounts in a subaccount table. Once you define the subaccount table, you can open it in the Subaccount Tables window and add, edit, or move subaccounts.

Note: If you define a subaccount table that has more than one level of subaccounts, you can select the Attach First Level Only option to attach only the first-level subaccounts in the subaccount table to an account in the chart of accounts.

➤ To define a subaccount table:

1. From the Subaccount Tables window, do one of the following:

   ● To create a table, select **File > New Table**.

   ● To edit a table, open the subaccount table you want to edit, then select **File > Table Attributes**.

2. Specify the ID, description, security class, table type, and whether it is an intercompany subaccount table, then select **OK**.

3. Add or change the subaccounts in the table. For instructions on adding or editing subaccounts, see Define Subaccounts in a Table on page 244. For instructions on moving subaccounts, see Move Subaccounts in a Table on page 246.

4. Select **File > Save**.

Define Subaccounts in a Table

You define subaccounts in a subaccount table to add or edit the subaccounts in the chart of accounts. For example, if you need to report additional detail for Product Sales, you can add subaccounts for Golf and Tennis to provide product line sales

detail. Once you add subaccounts to a table, you can attach the table to one or more major accounts or subaccounts. For more information on attaching subaccount tables to accounts, see Define Accounts on page 236.

If an application allows shared subaccount signatures, you can add subaccounts that appear in other tables to the current table. Using shared subaccounts allows you to insert a subaccount from another table. The system recognizes it as the same subaccount. For more information on shared subaccounts, see Application Options on page 45.

When you reuse subaccounts, you might want to create a subaccount table that includes all subaccounts in the application. You could then use this table to create other subaccount tables, which would contain subsets of the subaccounts in the application. This way, you could modify the attributes of the subaccounts in only one subaccount table, but use the subaccounts you define in several subaccount tables.

➤ To define a subaccount in a table:

1. From the Subaccount Tables window, do one of the following:

    ● To add a subaccount at the end of a table, scroll to the end of the table, select the blank row that appears below the last subaccount, then type an ID and description for the subaccount.

    ● To add a subaccount between existing subaccounts, scroll to the subaccount before which you want to add the new subaccount, select **Edit > Insert Row**, then type an ID and description for the subaccount.

    ● To edit an existing subaccount, select the subaccount that you want to edit, then type an ID and description for the subaccount.

    ● To add a subaccount from another table if the application allows shared subaccounts, scroll to the end of the table or to the subaccount before which you want to add the subaccount and select **Edit > Paste Subaccount**.

2. Define account attributes for the subaccount.

3. To define subaccounts for the current subaccount, select a subaccount table.

4. Select **File > Save**.

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Move Subaccounts in a Table

You can move subaccounts within a subaccount table to rearrange their order in the chart of accounts. When you move a subaccount, the system removes it from its original location and inserts it in its new location for each account to which the subaccount table is attached. Any subaccount detail moves with the subaccount.

Moving subaccounts can impact consolidation status. If the subaccount you move affects formula calculations, the status of parent entities that contain data changes to IMPACTED, and the status of base entities that contain data changes to CALC. For more information on consolidation status, see Consolidation Statuses on page 349.

➤ To move a subaccount in a table:

1. From the Subaccount Tables window, select the subaccount you want to move.

2. Select **Edit > Cut**.

3. To paste the subaccount, do one of the following:

   • To move the subaccount to the end of the table, scroll to the end of the table, then select **Edit > Paste** in the first blank row.

   • To move the subaccount between existing subaccounts, scroll to the subaccount before which you want to place the subaccount and select **Edit > Paste**.

Defining Formulas

About Defining Formulas

You use the windows in the Formulas module to define methods, update rules, and custom functions for calculating data in Hyperion Enterprise:

- The Method window where you define three types of methods for calculating data: chart methods, translation methods, and consolidation methods.

- Update Rules window where you define rules for calculating accounts when you consolidate.

- Custom Functions window where you define custom functions to use in methods or update rules.

You can do table-based editing for methods, update rules, and custom functions. You can also use the text-based editor to maintain scripts for methods. For more information, see .

Formulas

A formula is a statement that includes the functions, operators, and expressions you assign to accounts in methods, update rules, and custom functions. Formulas vary in complexity. For example, a simple formula might calculate the value of an account by adding the values of two other accounts. A more complex formula might involve several math operations and several accounts.

All formulas contain functions, expressions, or both:

- Functions tell the system how to derive specific values. You can use most functions in any method, but some are used only in one type of method, such as a chart or consolidation method.

- Expressions can be numbers, application element IDs, arithmetic symbols, and functions that tell the system what values to use. You enclose expressions in parentheses to separate them from functions and other expressions.

For example, you can assign the following formula to the AccountA account:

Account	Formula
ACCOUNTA	OPE(#ACCOUNTB)

In this formula, the Opening Balance (OPE) function followed by the expression tells the system that the value of Account A equals the opening balance of Account B. Parentheses enclose the expression, which consists of an account ID.

If a function allows the use of expressions, you can include other functions within the expressions. For example, you can assign the following formula to the account:

Account	Formula
ACCOUNTC	DUR(1,1,OPE(#ACCOUNTX))

In this formula, the value of Account C for period 1 equals the opening balance of Account X. It includes the During (DUR) function followed by an expression. The expression also includes Opening Balance (OPE) function.

Some functions are used without expressions. For example, you cannot use an expression with the TOT function, which totals the accounts in an account group.For more information about functions, see Formula Functions on page 359.

Conventions

When you create or edit formulas, you must follow Hyperion Enterprise conventions for these items:

- Account IDs
- Math symbols

- Constants

- Comments

Account IDs

A formula can include the IDs of any major accounts or subaccounts in the chart of accounts. You identify an account ID in a formula by preceding it with a pound sign (#), as in this example:

Account	Formula
ACCOUNTA	#ACCOUNTB+#ACCOUNTC

Note: If you do not precede an account ID with a pound sign (#), you will receive an error message when you check the method.

You can specify an individual first-level or second-level subaccount by entering its full ID. For example, the following statement tells the system that the value of the Average Commission 1 account equals the average value of the Store 1 Commission subaccount:

Account	Formula
AVECOMM1	AVE(#STORE1.COMM)

Math Symbols

Formulas generally include math symbols. You can use plus signs (+) and minus signs (-) for addition and subtraction, as well as the slash (/) for division and the asterisk (*) for multiplication. When you complete an expression, multiply and divide from left to right, and then add and subtract.

For example, the following statement uses a slash (/) followed by the NMP function:

Account	Formula
MONTHRENT	#TOTRENT/NMP

In this example, the Total Rent account value is divided by the number of periods and stores the result in the Monthly Rent account.

Constants

You can use constant values in formulas. A constant can be any negative or positive real number. For example, the following formula calculates the value of the Fixed account as the value of the Rent account multiplied by three.

Account	Formula
FIXED	#RENT*3

Define Comments

Comments provide information for system administrators and users about the formulas you create.

Note: Comments must be less than 79 characters.

➤ To define comments from the Method window, do one of the following:

- To define a comment for a formula, type your comments in the Comments edit box.

- To define a comment for the entire method, select **File > Summary Information**, type your comments in the Comments edit box, then select **OK**.

Build Formulas

You use the tables in the Method, Update Rules, and Custom Functions windows to build formulas. You can also build methods using a text-based editor.

The method table is designed as a graphical spreadsheet interface, with categories displayed across the top and accounts displayed along the left side. You can build formulas in a variety of ways:

- You can type an expression directly into the cell. For more information on expressions, see Formula Functions on page 359.

- You can use the functions in the Method window Functions list box. When you select a function, the system inserts it in the Formula edit box along with any parameters it requires. You can then replace each ID in the Formula edit box with the correct element from the system. For example, if Category appears as an argument in the Formula edit box, you can highlight it and type Actual. For more information on functions, see Formula Functions on page 359.

- You can use the Paste Element function to replace an ID in the Formula edit box with the correct element. For example, if Account appears as a parameter in the Formula edit box, you can highlight it and select Account as the element to paste in the formula. For more information on pasting elements, see Paste Elements in Formulas on page 260.

- You can change to text view and either type expressions or select functions from the Functions list box. You can also use the Paste Element function to replace IDs. For more information on working with text, see Use Formula Scripts on page 271 or Formula Scripts on page 401.

The following table shows the dynamic keywords you can use in methods, update rules, and custom functions.

Table 44: Formula Keywords

Keyword	Definition and Example
@MAJ	Returns the major account ID. #INVESTMENT.OPEN = OPE (@MAJ.TOT) Expands to: #INVESTMENT.OPEN = OPE (#INVESTMENT.TOT)
@SUB1	Returns the first-level subaccount ID. #COGS.01 = #SALES.@SUB1 * .80 Expands to: COGS.01 = #SALES.01 * .80
@SUB2	Returns the second-level subaccount ID. #COST_OF_SALES.GOLF.CLUBS = #SALES.@SUB1.@SUB2 * .80 Expands to: #COST_OF_SALES.GOLF.CLUBS = #SALES.GOLF.CLUBS * .80

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Table 44: Formula Keywords(Continued)

Keyword	Definition and Example
@ACC	Returns the entire account ID. #Longterm_Payables.TOT = OPE (@ACC) * 1.10 Expands to: #Longterm_Payables.TOT = OPE (#Longterm_Payables.TOT) * 1.10
@CMAJ,@CSUB1, @CSUB2,@CACC	Return their respective IDs from the calling account when used in an update rule.

The following table shows the formula functions you can use in the Method window. For more information about functions, see Formula Functions on page 359.

Table 45: Formula Functions

Function ID and Description	Function Definition	Valid Methods
A12 - 12 point Average	Calculates a 12-point average for an account.	Chart
A24 - 24 point Average	Calculates a 24-point average for an account.	Chart
ABS - Absolute Value	Calculates the absolute value of an expression.	Chart, Translation, Consolidation
AVE - Average	Calculates an average of values for the current period and all previous periods for an account.	Chart
BALANCE - Balance	Calculates a value for a plug account using specified criteria accounts.	Chart

Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
BASE - Base	Sets a destination account's opening balance for the current category to a source account's ending value for the prior category.	Chart, Translation, Consolidation
BASEFLOW[2] - Base for Flow Accounts	Sets a destination account's opening balance for the current category to a source account's category-to-date ending value for the prior category.	Chart, Translation, Consolidation
CATEGORY - Category	Retrieves a value for an account from the specified category.	Chart, Consolidation
CPN - Current Period Number	Retrieves the current period number. Period 1 is the first period for the category.	Chart, Translation, Consolidation
CROSSRATE - Cross Rate	Calculates the cross rate for a node if there is a currency change.	Translation
CTD - Category to Date	Calculates a category-to-date value for this account regardless of the default category view.	Chart, Translation, Consolidation
CUM - Cumulative	Calculates the total value from the first period of the current year to the current period for an account.	Chart

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Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
DFB - Difference from Base	Calculates the difference between the opening balance and the value for each period for a balance account.	Chart, Translation, Consolidation
DIFF - Difference	Calculates the difference between the current and prior period values of an account.	Chart, Translation, Consolidation
DSUB - Detailed Subtotal	Calculates subtotals by subaccount for a range of accounts, if all accounts in the range have the same subaccounts.	Chart
DSUSA[1] - Detailed Subtotal at 1st Level	Totals a range of first-level and second-level subaccounts, for one major account, starting from a specified first-level subaccount.	Chart
DTOSA[1] - Detailed Total of 1st & 2nd Level Subaccounts	Totals all first-level and second-level subaccounts that precede this subaccount.	Chart
DTOT - Detailed Total	Totals accounts within a group by subaccount.	Chart
DUR - During	Assigns a value to an account for a range of periods.	Chart, Translation, Consolidation
DWV - Days Weighted Value	Calculates the average days weighted value for an account.	Chart, Translation, Consolidation
ECODE - Entity Code	Retrieves the entity code within an IF statement.	Chart, Translation, Consolidation

Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
ECODEIC - Intercompany Partner Entity Code	Retrieves the entity code of the intercompany partner within an IF statement.	Chart, Translation, Consolidation
GET - Get Value	Retrieves a value from the specified entity, category, account, and period.	Chart, Translation, Consolidation
GROW - Growth	Calculates a compound growth rate and increases a specified account by this rate.	Chart, Translation, Consolidation
GTZ - Greater than Zero	Assigns the value of an expression if the expression's value is greater than zero.	Chart, Translation, Consolidation
IF - If	Tests an expression to determine if it is true and returns a value based on the result.	Chart, Translation, Consolidation
IFT - If Then	Tests an expression for negative, positive, or zero value and returns a value based on the result.	Chart, Translation, Consolidation
INC - Increment	Increments a specified account by the value of the expression.	Chart
INP - Input	Allows you to input a value to a parent entity account instead of consolidating the value up from the child account.	Chart

Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
LEVEL - Intercompany Level	Retrieves the values of the intercompany entity that must be eliminated from the current level of the organization.	Consolidation
LOC - Local Currency Value	Calculates the value of the account using the local currency value.	Translation
LTZ - Less than Zero	Assigns the value of an expression if the expression's value is less than zero.	Chart, Translation, Consolidation,
MAX - Maximum	Compares two expressions and returns the greater value.	Chart, Translation, Consolidation
MCODE - Consolidation Method	Retrieves the code of the consolidation method for the current entity in the current period within an IF statement.	Consolidation
MCODEIC - Intercompany Partner Consolidation Method	Retrieves the code of the consolidation method for the current intercompany entity in the current period within an IF statement.	Consolidation
MIN - Minimum	Compares two expressions and returns the smaller value.	Chart, Translation, Consolidation
NEXT - Next Period	Retrieves the value for the period after the current period for this account.	Chart, Translation, Consolidation

Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
NMP - Number of Periods	Retrieves the number of periods in the current category.	Chart, Translation, Consolidation
NOC - No Consolidation of an Account	Prevents an account from consolidating.	Consolidation
NOINP - No Input	Prevents input into the account.	Chart
NOSIGN - Disable Attribute Sensitivity	Disables the attribute sensitivity for accounts during formula execution.	Chart, Translation, Consolidation
OPE [2] - Opening Balance	Retrieves the opening value for an account.	Chart, Translation, Consolidation
OPEN - Opening Value	Retrieves the opening value or a text string for percent ownership, percent consolidation, method, or entity code.	Consolidation
OPENELIM - Opening Balance (Elimination)	Retrieves the opening value from the elimination detail of the current dependent.	Consolidation
OPENPROP - Opening Balance (Proportion)	Retrieves the opening value from the proportion detail of the current dependent.	Consolidation
OPENTRAN[2] - Opening Balance (Translation)	Retrieves the opening value from the translation detail of the current dependent.	Translation
PCH - Percentage Change	Calculates the percentage change between the current and prior period values of an account.	Chart

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Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
PCONS - Percent Consolidate	Retrieves the percent consolidation of the current dependent.	Consolidation
PCONSIC - Intercompany Partner Percent Consolidate	Retrieves the percent consolidation of the current intercompany partner.	Consolidation
PER - Period	Retrieves a value for a specified period for an account.	Chart, Translation, Consolidation
POWN - Percent Ownership	Retrieves the percent ownership of the current dependent.	Consolidation
POWNIC - Intercompany Partner Percent Ownership	Retrieves the percent ownership of the current intercompany partner.	Consolidation
PRD - Period Values	Retrieves the periodic value for an account regardless of the data view.	Chart, Translation, Consolidation
PRE - Previous	Retrieves the value for the prior period of an account.	Chart, Translation, Consolidation
PVA - Periodic Value	Translates an account based on periodic values and overrides the application defaults for currency translation for an account.	Translation
RET - Retrieve Account Value	Retrieves a value from a specified entity for the destination account.	Chart, Translation, Consolidation

Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
ROUND - Round Account	Rounds the value in an account to the nearest multiple of a specified value.	Chart, Translation, Consolidation
SCA - Scale	Retrieves the scale value for the current entity.	Chart, Translation, Consolidation
SIGN - Enable Attribute Sensitivity	Enables account attribute sensitivity during update rule execution.	Chart, Translation, Consolidation
SUBTOTAL - Subtotal	Calculates a subtotal for a range of accounts. Considers the account type.	Chart
SUBSA[1] - Subtotal 1st Level Subaccounts	Totals a range of first-level subaccounts for one major account starting from a specified subaccount.	Chart
SUM - Sum	Totals a range of accounts. Does not consider the account type.	Chart
TOTAL - Total	Totals all accounts that precede an account in its account group.	Chart
TOTSA[1] - Total 1st Level Subaccounts	Totals all first-level subaccounts that precede this subaccount.	Chart
TRANSP - Transpose	Consolidates values for an entity into intercompany subaccounts at the parent level.	Consolidation

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Table 45: Formula Functions (Continued)

Function ID and Description	Function Definition	Valid Methods
VAL - Value at Exchange Rate	Translates an account based on YTD values and overrides the application defaults for currency translation for this account.	Translation
YTD - Year to Date	Calculates a year-to-date value for this account regardless of the[2] default category view.	Chart, Translation, Consolidation

[1]The calculated total does not accumulate to the major account to avoid double counting for this function.

[2]When you assign the formula functions of BASEFLOW, OPE, or OPENTRAN to flow accounts for a periodic consolidation, Hyperion Enterprise uses the periodic ending value rather than the category-to-date ending value from the prior category.

➤ To build a formula:

1. In the Method window, double-click on a cell.

2. Type an expression, or double-click on a function, select a parameter and do one of the following:

- Type a category, account, or entity ID.

- Select **Edit > Paste Element**, and select **Category**, **Account**, or **Entity**. Select an element from the list, then select **OK**. For more information on pasting elements, see Paste Elements in Formulas on page 260.

- Select **View > Text**, type a formula, or cut, copy, or paste a formula using the text editor. For more information on using the text editor, see Use Formula Scripts on page 271.

Paste Elements in Formulas

You can paste a specific category, function, account, and entity in the Formula edit box. This is useful if you cannot remember the exact ID.

➤ To paste in a formula:

1. From the Method window, select a parameter in the Formula edit box and do one of the following

   ● Select **Edit > Paste Element > Category**.

   ● Select **Edit > Paste Element > Account.**

   ● Select **Edit > Paste Element > Entity.**

   ● Select **Edit > Paste Element > Function**.

2. Do one of the following:

   ● Select a category from the list, then select **OK**.

   ● Double-click on a category in the list.

Cut, Copy, and Paste Formulas

You can cut, copy, and paste a formula from one row to another and from one category to another. For example, you might want to move the formula for the Total Sales account to the Gross Sales account. Instead of typing the formula in the Gross Sales account, you can cut the formula from Total Sales and paste it in the Gross Sales account. You might also want to use the same formulas for the Actual category and the Budget category. Instead of retyping the formulas in the Budget column, you can copy the formulas from the Actual category and paste them in the Budget category.

➤ To cut, copy, and paste formulas:

1. From the Method window, select the cell that contains the formula you want to modify, and do one of the following:

   ● To cut a formula from the table, click on the cell then do one of the following:

     – Select **Edit > Remove**.

     – Press **Ctrl + X**, then press **Enter**.

   ● To cut a formula from the Formula edit box, highlight the formula then do one of the following:

     – Press **Delete**, then press **Enter**.

     – Press **Ctrl + X**, then press **Enter**.

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- To copy a formula from the table, click on the cell then press **Ctrl + C**.

2. To paste a formula, do one of the following:

- In the Formula or Comments edit box, press **Ctrl + V**.

- In the table, press **Ctrl + V**.

Link Formulas

You can use formula links to share formulas among categories. Once you link an input category to a destination category, you can change formulas only in the input category. The destination category's formulas cannot be changed; however, these changes are made in any other category to which you assigned the input category.

Note: The destination category must be empty to link formulas to it. You cannot delete a category that is linked to another category.

For example, if you have a formula assigned to the Actual category that you want to apply to the LastYr category, you can link Actual to LastYr. The LastYr category uses the formula specified in the Actual category, and becomes read-only. To change the formula in the LastYr category, you must either change the formula in Actual, or delete the link between the two. As long as Actual is linked to LastYr, you cannot delete Actual.

You can link formulas to create and maintain them in one place.

➤ To link formulas:

1. From the Method window, double-click on the top row of the destination category.

2. Select the input category that contains the formulas you want from the list.

View Formula Links

You can display the formulas linked to a selected category after you set up formula links.

➤ To view formula links:

1. From the Method window, select **View > Formula Links**.

2. Select an input category.

Rounding

If you round numbers in a category, the system rounds account values in the category after currency translation. When you round numbers, consider these issues:

- Rounding distorts consolidated values.

- The distortion of the values is amplified when rounded numbers are used in calculations.

- Rounding slows system performance because the system must perform an extra set of calculations for each number it rounds.

When you use rounding to adjust numbers, you distort values by increasing or decreasing the number. For example, 0.3333 rounded to two decimal places becomes 0.33, and 0.6666 becomes 0.67.

If you perform calculations on rounded numbers, the results are more distorted than if you rounded the result, or if you performed the calculations before you round the numbers. For example, if you round the result of the equation 1.6 * 1.6 * 1.6 = 4.096, it becomes 4. If you round the values first and then calculate them, the result is 2 * 2 * 2 = 8.

Note: Rounding can significantly distort your consolidated results. The rounding errors are magnified as the numbers are totaled and consolidated.

Rounding Guidelines

If you round values in Hyperion Enterprise, use the following guidelines:

- Round scaled values at summary levels.

- Round values at the parent level.

- Round values after translation and consolidation.

- Round values for reported values instead of stored values.

You can round values using formula and report functions. The rounding functions allow you to specify rounding for all values in an application or a report. For example, if currency translations produce values with decimal places, you might want to eliminate the decimals from a report.

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You can specify rounding using formula functions in chart, translation, and consolidation methods and for dynamic view accounts to round a value in an account to the nearest multiple of a specified value.

For more information on rounding numbers using reporting functions, see the *Hyperion Reporting User's Guide*.

Rounding Scaled Values

When you load data into a category that is rounded, the rounding is based on the scale specified in the number format. For example, a value of 5600 entered at a base entity with the number format scale set to 3 for thousands, rounds to 6. The value 6 with a scale of 3 is then consolidated to the parent.

Rounding in the Default Chart Method

If you round data in the default Chart method, the system rounds the data throughout the application. When you input or load data with decimals, the stored values are rounded in as defined in the Chart method.

The following table shows how the following expression is calculated using the default Chart method:

20.8 x 2 (rate) x 3 (entities) = 124.8 + 124.8 + 124.8 (subaccounts) = 374.4 (major account)

Table 46: Rounding in the Default Chart Method

Account	Entity1	Entity2	Entity3	Rate	Parent
Income.1	21	21	21	2	126
Income.2	21	21	21	2	126
Income.3	21	21	21	2	126
Income.Tot	63	63	63	2	378

In the previous table, 20.8 is entered in subaccounts Income.1, Income.2, and Income.3 for three base entities Entity 1, Entity 2, and Entity 3. The system stores values of 21 for each subaccount because the chart method rounds all input. The system translates each value of 21 at the rate of 2 to equal 42. The values

accumulate in the parent subaccounts for a result of 126. The Chart method then adds the values of 126 for the Income.Tot account for the parent. The result is 378, which is distorted by 3.4 from the unrounded result of 374.4.

Rounding in Translation Methods

You can use translation methods to override the default Translation method. If you round numbers in translation methods, the system translates the values and then rounds the values before they are accumulated at the parent. For parents with multiple base entities, the distortion caused by rounding can be significant.

The following table shows how the following expression is calculated in translation methods:

20.8 x 2 (rate) x 3 (entities) = 124.8 + 124.8 + 124.8 (subaccounts) = 374.4 (major account)

Table 47: Rounding in Translation Methods

Account	Entity1	Entity2	Entity3	Rate	Parent
Income.1	20.8	20.8	20.8	2	126
Income.2	20.8	20.8	20.8	2	126
Income.3	20.8	20.8	20.8	2	126
Income.Tot	62.4	62.4	62.4	2	378

In the previous table, 20.8 is entered in subaccounts Income.1, Income.2, and Income.3 for three base entities Entity 1, Entity 2, and Entity 3. The system stores values of 20.8 and translates the values to 41.6. The translation method rounds each 41.6 to 42 and the values accumulate for each subaccount at the parent for a result of 126. The values accumulate in the parent subaccounts for a result of 126. The Chart method then adds the values of 126 for the Income.Tot account for the parent. The result is 378, which is distorted by 3.4 from the unrounded result of 374.4. When one-to-one and parent-to-dependent relationships are set up, rounding in translation methods yields correct results.

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Rounding at the Parent Level

You can round at the parent level using chart methods to have the system round the consolidated values after they have been accumulated into the parent. Of the three examples, rounding at the parent level produces the most accurate results.

The following table shows how the following expression is calculated with rounding at the parent level:

20.8 x 2 (rate) x 3 (entities) = 124.8 + 124.8 + 124.8 (subaccounts) = 374.4 (major account)

Table 48: Rounding at the Parent Level

Account	Entity1	Entity2	Entity3	Rate	Parent
Income.1	20.8	20.8	20.8	2	125
Income.2	20.8	20.8	20.8	2	125
Income.3	20.8	20.8	20.8	2	125
Income.Tot	62.4	62.4	62.4	2	375

In this table, 20.8 is entered in subaccounts Income.1, Income.2, and Income.3 for three base entities Entity 1, Entity 2, and Entity 3. The system stores values of 20.8 and translates the values to 41.6. Because the rounding does not occur until the formulas in the chart method have been calculated, the accumulated result of each consolidated account is 124.8. Chart methods round the 124.8 to 125, and then add the subaccount values of 125 into Income.Tot for a result of 375. This is the most accurate result of the three rounding methods. The result is 375, which is distorted by 0.6 from the unrounded result of 374.4.

Methods

Methods are groups of formulas that you use to calculate data in the application. When you define a method, you design, create, and check it for errors. You also edit it as needed. You use the Method window to create, check, and edit methods. Methods are assigned to entities.

You can assign specific formulas for each category, create formulas that apply to all categories, or use the same formulas for two or three categories.

You can use the code assigned to a method to identify the nature of the entity being consolidated, such as an equity company or a globally consolidated company. You can then define special handling in these cases. For more information on codes, see Codes on page 161.

There are three types of methods: Chart, Consolidation, and Translation.

Chart Methods

When you create a new application, the system provides default and automatically-generated chart methods that define the general rules used throughout the system. In addition, you can create special chart methods to define exceptions to these general rules. You assign special chart methods to specific entities. When you calculate formulas, special chart methods override the default chart method.

Note: The names of default and system-generated chart methods are reserved.

CHART is the default chart method that the system creates when you create a new application. It includes statements or expressions that apply throughout the system. Examples of these statements or expressions include how to derive values for calculated accounts when data is entered or loaded, and how to recalculate totals and subtotals from consolidated data.

CHARTDSM is the automatically generated chart method you select if your application stores consolidation detail. This method, which is run in place of CHART, applies to elimination, translation, proportion, and contribution detail.

DYNVIEWACCTS is the automatically generated chart method you select to enter formulas for dynamic view accounts. You run this method in addition to CHART. Only certain functions are available for Dynamic View Accounts.

Formulas defined for dynamic view accounts are not category-specific. For more information on dynamic view accounts, see Dynamic View Accounts on page 225.

Translation Methods

The translation method performs currency translations when consolidating data. The system generates the TRANS default translation method for you to enter formulas for translation.

Consolidation Methods

The consolidation method rolls up dependent data to parent entities. The system generates the CONSOL default consolidation method for you to enter formulas for consolidation.

When you convert an application from Hyperion Enterprise SE, the system converts all consolidation methods to the translation method, including those that do not involve translation (for example, rounding consolidation logic). After you convert the application, you must separate the formulas into the correct method types and recompile. Consolidation methods are converted in the following way.

● Default CONSOL is converted into the default TRANS.

● Special CONSOL methods are updated so that the flag on the method is changed to Translation. The name and functions remain the same. The entities to which it was assigned as CONSOL method in Hyperion Enterprise SE keep the method, but it is assigned as a translation method, not a consolidation method.

In addition, when you convert from Hyperion Enterprise SE the default Consolidation method assigned to all entities is CONSOL, which is empty by default because all formulas are transferred to TRANS. Any methods named CONSOL in Hyperion Enterprise SE must be renamed prior to conversion.

Method Window

You use the Method window to define methods in a spreadsheet-style table. The Method window includes Formula and Comment edit boxes, a table with categories in the columns and accounts in the rows, and a formula builder. You assign formulas to calculate accounts for all categories or for individual categories in an application. Only one method at a time displays in the Method window. You use the File menu commands to maintain the method in the window. You use the Edit and View menus to display different accounts in the rows. The entire Chart of Accounts displays when you first open a method in the Method window. You can also print or preview methods.

The following figure shows the Method window.

Figure 50: Method Window

Formula Edit Box

Shows the Formula edit box where you create formulas.

Comments Edit Box

Shows the Comments edit box where you create comments for each formula.

Plus and Minus Signs

Shows plus (+) and minus (-) signs that you use to show and hide account detail.

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Account Column

Shows the Account Column where account IDs appear. For example, the entire
Chart of Accounts might appear in the rows of the table.

All Category Column

Shows the All Category Column where formulas appear that apply to all categories in an application.

Category Columns

Shows the Category Columns where all categories in an application appear. The categories appear in the order in which they are entered into an application.

Formulas

Shows the Formulas for each account for the method in the window.

Formula Builder

Shows the Formula Builder. You use the formula builder to select the functions, custom functions, update rules, and operators you need to create a formula.

Assist Button

Not available in this version.

You can use the keyboard shortcuts to move and select parts of the Method window.

Table 49: Method Window Keyboard Shortcuts

Keys	Description
Home	Moves the cursor to the first column.
End	Moves the cursor to the last column.
Ctrl + Home	Moves the cursor to the first column in the first row.
Ctrl + End	Moves the cursor to the last column in the last row.

View Chart of Accounts

You can view the chart of accounts in the table.

➤ To view the chart of accounts, select **View > Accounts**.

> **Tip:** To view only accounts with formulas, select **View > Accounts with Formulas**.

Find Categories or Accounts

You can locate a specific category or account in the table. This might be faster than scrolling through the entire table to search for a category or account. Categories and accounts appear in the table in the order in which they are entered in the application.

➤ To find a category or an account:

1. From the Method window, do one of the following
   - Select **Edit > Find > Category**.
   - Select **Edit > Find > Account**.
2. Do one of the following:
   - Select a category from the list, then select **OK**.
   - Double-click on a category in the list.

Use Formula Scripts

You can use the text-based editor to view or quickly change formula scripts for methods. As you use the text-based editor, you can view, add, or edit the formulas in the table in text format. Your changes are reflected in the table when you return to table view. You can also import or export formulas to or from text files. For more information on using formula scripts, see Formula Scripts on page 401.

> **Note:** After you import a script from a text file, the system then reads the formulas from an internal table. Therefore, formulas appear in the text window in chart of accounts order, not the order they appear in the uncompiled script file.

To make extensive changes to text files, you can edit your ASCII files in a text editor outside Hyperion Enterprise and reload the formulas into your application. For more information on this process, see Extract Formulas on page 286, Load Formulas on page 284, and the Method Load or Extract File Format on page 287.

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➤ To use formula scripts:

1. From the Method window, select **View > Text**.

2. Type a formula, or cut, copy, or paste a formula.

3. Select a function or parameter, then do one of the following:

   ● Type a category, account, or entity ID.

   ● Select **Edit > Paste Element**, then select **Category**, **Account**, **Entity**, or **Function.**

4. To export or import selected statements to or from text files, select **Edit > Export Formulas** or **Edit > Import Formulas**. Specify the path, file name, and options, then select **OK**.

5. Select **View > Table** to return to table view.

Method Setup

You use methods to define the rules used for chart, translation, and consolidation. Your company's reporting requirements determine the methods you define. You set up methods for your application by defining, opening, copying, and deleting methods. You can merge the contents of one method into a different method or methods. You can also determine how a method appears in the window, check one or more methods at a time for errors, and load or extract methods.

A method cannot be deleted if it is open or attached to an entity. For information on deleting, opening, or copying methods, see *Hyperion Enterprise Getting Started.*

Define Methods

You define a method to add or edit formulas for specific accounts and categories.

➤ To define a method:

1. From the Method window do one of the following:

   ● To create a new method, select **File > New Method**, specify the ID, description, security class, code, and method type, then select **OK**.

- To edit a method, open the method you want to edit and select **OK**. For instructions on opening methods, see *Hyperion Enterprise Getting Started.*

   Tip: While you edit a method, you can select **View > Text** to view the formulas in the Method table in Text format. You can also add and edit formulas in text view. Your changes are reflected in the method table when you return to Table view. For more information on working with text, see Use Formula Scripts on page 271 or Formula Scripts on page 401.

2. Add or change the formulas in the method. For instructions on adding or changing formulas in the method, see Build Formulas on page 250.

3. Select **File > Save** to save the method.

Define Category Settings

You define category settings to assign attributes to a selected category. You can specify whether to translate values and whether to round translated values for a category. You can also specify category settings for consolidation methods. For information on rounding translated values, see Rounding on page 263. For information on category option formula functions, see Build Formulas on page 250.

➤ To define category settings:

1. From the Method window, open a method. For instructions on opening methods, see *Hyperion Enterprise Getting Started.*

2. Select one or more categories, then select **Edit > Category Settings**.

3. Specify the category settings you want, then select **OK**.

Check Methods

After you create or edit a method, you must check it before the system can run it. This ensures that the method follows Hyperion Enterprise conventions so that the system can interpret the instructions correctly. If the system finds a syntax error in a method you are checking, it locates the error so you can correct it and continue checking the method.

You can check multiple methods from the Check Methods dialog box without opening the methods. You can also open a method and check it from the Method window. Checking an open method allows you to check it and fix the errors without leaving the Method window.

Note: It will take longer to check methods if you have data in the system because as the system is checking methods, it impacts entities and changes the status indicators if there is data.

The system maintains information in the error log about the errors it finds in a method after you check it. You can view the error log at any time. For more information on viewing the error log, see *Hyperion Enterprise Getting Started*.

Note: You must create update rules and custom functions before checking the methods that reference them. Otherwise, an error occurs.

➤ To check methods:

1. From the Method window, select **Task > Check Methods** and do one of the following:

   ● To check a single method, select the method you want to check, then select **OK**.

   ● To check multiple methods, select the first method in the range, hold down **Shift**, select the last method in the range, then select **OK**. To select multiple methods individually, hold down **Ctrl** while selecting them, then select **OK**.

2. If methods contain a syntax error, do one of the following:

   ● For a single method, correct the displayed error.

   ● For multiple methods, select **View > Error Log**.

Merge Methods

You can merge the contents of one method into a different method. This method then uses all the formulas from the original without altering it. For example, you can create a method called TRANS1 that contains several formula translation calculations, and then reuse these calculations by using TRANS1 in other methods. If you change formulas in TRANS1, your changes are updated in any other method that uses it.

You can edit the formulas only in the original method. When you merge methods, all of the formulas in the original method override the ones in the method being used. When you select a formula that is specified in the used method, the used method ID and description display in the status bar.

When you merge methods, you first select the methods you want to reuse. You can select only methods that are the same type as the current method: chart, translation, or consolidation. You then specify the categories from which you want to use formulas.

You can also merge methods that have been merged with other methods. For example, the method CHRTFLOW might merge with the CHART1 file. The CHART1 file might then merge with the CHART2 file. The system supports up to seven levels of nesting.

➤ To merge methods:

1. From the Method window, select **Edit > Use Method**.

2. On the Methods tab, select the methods you want to use from the Available Methods list box, then select **Add**.

3. On the Categories tab, select the categories you want to use, then select **Add**.

4. Select **OK**.

Select Method Options

You can select options to determine how a method appears in the Method window. You can specify whether to display account IDs or descriptions in the Account column, and specify the width of columns and the font for the formulas in the table.

➤ To select method options:

1. From the Method window, select **Task > Set Formula Options**.

2. Specify the account ID or description.

3. Type a width for the account and formulas columns.

4. Select **Font**, select a font type, style, and size, then select **OK**.

5. Select **OK**.

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Define Dynamic View Accounts

You define dynamic view accounts in the DYNVIEWACCTS chart method. A dynamic view account is an account that is calculated based on the current view and frequency. Dynamic view accounts are used only for chart methods and always apply to all categories in an application. When you create accounts, you specify whether they are dynamic view accounts. Typically, you use dynamic view accounts for accounts that calculate ratios or subtotals of other accounts. For more information, see Dynamic View Accounts on page 225.

The following figure shows a dynamic view account in the Method window.
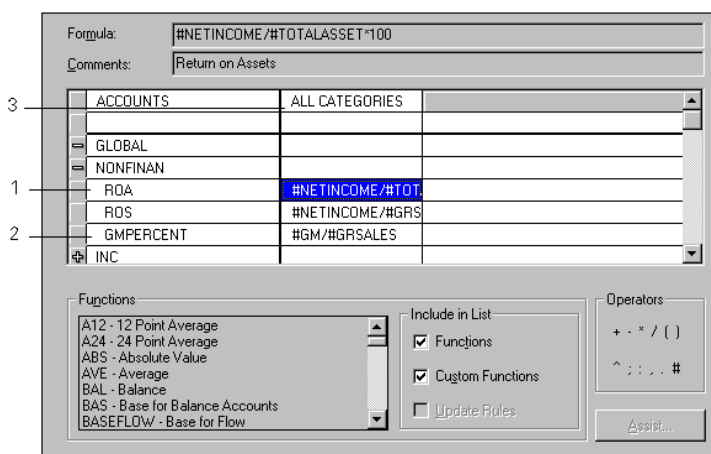

Figure 51: Method Window with Dynamic View Accounts

1. A *non-dynamic view account* appears in gray. You can not add formulas to this account.

2. Shows a *dynamic view account*.

3. The *All Categories column* is the only column available when creating formulas for dynamic view accounts.

Example

Suppose you have a Gross Margin Percent account with the following formula:

```
#GrossMargin/#Sales
```

Gross Margin is different based on the view and frequency of the Sales and Margin accounts. Instead of creating separate accounts to store the gross margin percent for each frequency in the system, you can create one dynamic view account. The gross margin percent is calculated differently for a periodic data view than for a category-to-date data view.

The following figure shows how the values change based on frequency and data view.

	N	O	P	Q
40	YTD			
41	sales	100	120	180
42	cost	80	90	100
43	gm	20	30	80
44	gm %	20.00%	25.00%	44.44%
45				
46	Periodic			
47	sales	100	20	60
48	cost	80	10	10
49	gm	20	10	50
50	gm %	20.00%	50.00%	83.33%

Figure 52: Dynamic View Account

The following table shows the functions you can use when creating dynamic view accounts.

Table 50: Valid Functions for Dynamic View Accounts

Function	Description
ABS	Absolute Value
CPN	Current Period Number
CTD	Category-to-Date
DSUB	Detailed Subtotal
DTOSA	Detailed Total of 1st & 2nd Level Subaccounts
DTOT	Detailed Total

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Table 50: Valid Functions for Dynamic View Accounts (Continued)

Function	Description
GROW	Growth
GTZ	Greater than Zero
IF	Expression, True, False
IFT	If Then
LTZ	Less Than Zero
MAX	Maximum
MIN	Minimum
NOSIGN	Disable Attribute Sensitivity
PRD	Periodic Values
ROUND	Round
SCA	Scale
SUBTOTAL	Subtotal
SUBSA	Subtotal 1st Level Subaccounts
SUM	Sum
TOTAL	Total
TOTSA	Total 1st Level Subaccounts
YTD	Year-to-Date

➤ To define a dynamic view account:

1. From the Method window, select **File > Open Method > DYNVIEWACCTS**.

2. Select a dynamic view account and build a formula. For instructions on building formulas, see Build Formulas on page 250.

Tip: If you want to view other accounts in the chart of accounts when defining dynamic view accounts, select **View > Chart of Accounts**. All accounts that are not dynamic view accounts appear gray.

Update Rules

An update rule is a special function that defines the ID for a group of formulas used to distribute values to accounts in other entities. Update rules are used only in consolidation methods.

Once you create an update rule, it displays in the Functions list box in the Method window. You create formulas for the each destination account in the elimination, proportion, or partner's elimination tables. You can also specify parameters for each formula you assign. You can assign up to four parameters for each formula. You can also use an update rule within an update rule.

- If you store consolidation detail for an application, and you use update rules in consolidation methods, the value in the account to which you assign a rule is distributed to the proportion, elimination, or partner's elimination accounts. This enables you to store additional detail about the consolidation process. For more information, see Consolidation Detail Option on page 30.

- If you do not store consolidation detail for an application and you use update rules, the value in the account to which you assign a rule is distributed to the parent entity.

Update Rules Window

You define update rules in the Update Rules window. You can print or preview update rule definitions.

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The following figure shows the Update Rules window.

Figure 53: Update Rules Window

Formula Edit Box

The Formula edit box is where you can build formulas.

Parameter Edit Box

The Parameter edit box is where you can specify parameters for the update rule.

Table

The table is where you can build formulas for calculating how values are distributed for an account in the proportion, elimination, or partner's elimination tables.

Update Rules Setup

An update rule is a special function used in consolidation methods. You set up update rules to define the ID for a group of formulas used to distribute values to accounts in other entities. You can define, edit, copy, and delete update rules. An

update rule cannot be deleted if it is used in a method. For more information on opening, copying, or deleting update rules, see *Hyperion Enterprise Getting Started.*

Define Update Rules

You define an update rule by specifying an ID, description, and security class. Once you define an update rule, you can open it in the Update Rules Window and add or edit formulas and parameters. The following table shows the results of entering formulas in each column in the Update Rules window.

Table 51: Adding Update Rules

When you enter a formula in the...	The result is directed to the...
Proportion column	Proportion detail for the current entity.
Partner Elimination column	Elimination detail for the entities specified in the current intercompany account.
Elimination column	Elimination detail for the current entity.

➤ To define an update rule:

1. From the Method window, select **Navigate > Update Rules** and do one of the following:

   ● To create an update rule, select **New**, specify the rule, description, security class, and whether to execute the assigned rule or use attribute processing, then select **OK**.

   Tip: To create an update rule from the Update Rules Window, select **File > New Update Rule**.

   ● To edit an update rule, select the update rule you want to edit, then select **OK**.

2. In the Account column, type the target account for which the update rule applies.

3. Select the column that is to contain the formula for the update rule.

4. In the Formula text box, enter the formula. For instructions on adding or changing formulas, see Build Formulas on page 250.

5. Select **File > Save** to save the method.

Custom Functions

You use custom functions to create your own functions. You can use existing functions or create new ones. Defining custom functions for formulas that you use frequently is easier than retyping a formula for each method where it is used.

An application file can have only one custom function section, which defines all the custom functions for an application. A custom function must follow a specific syntax, which the system uses when you load or extract formulas.

Custom Functions Window

You use the Custom Functions window to define your own functions. You can print or preview custom function definitions.

The following figure shows the Custom Functions window.

Figure 54: Custom Functions Window

Formula Edit Box

You use the Formula edit box to create formulas.

Parameter Edit Box

You use the Parameter edit box to specify parameters for a custom function. You specify parameters by preceding them with an at sign (@).

Note: Do nut use capital letters in the parameter section of a custom function that uses parameters within a method file. For example, if you have a logic statement that reads as follows:

```
#income1 = cbd@NAM,lastyr,#income2,@PER
```

you should change it to read as follows:

```
#income = cbd@nam,lastyr,#income2,@per
```

Custom Functions Table

You use the Custom Functions Table to insert and remove custom functions from an application. You also use the Formula column to assign a formula to a custom function.

You use the at sign (@) to specify parameter variables for a function. You type instructions for how to use the parameter in the Instructions edit box.

For example, you could use this formula to specify SOURCE and PERCENT as parameters.

```
GROWTH(@SOURCE,@PERCENT)=PRE(@SOURCE) * 1.@PERCENT
```

Custom Functions Setup

You set up custom functions to use with other functions and update rules in order to build formulas for methods. You can define, edit, and delete custom functions. For information on deleting custom functions, see *Hyperion Enterprise Getting Started.*

Note: You cannot delete a custom function if it is used in a method.

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Define Custom Functions

You can create and edit custom functions. Once you define a custom function, it appears in the Functions list in the Method window.

Note: Custom functions and update rules cannot have the same ID.

➤ To define custom functions:

1. From the Method window, select **Navigate > Custom Functions** and do one of the following:

   ● To create a custom function, select the first blank row in the table.

   ● To edit an existing custom function, select the custom function that you want to edit.

2. Specify the parameters and type for the custom function.

3. Specify an ID, description, security class, and instructions for the custom function.

4. Specify a formula for the custom function. For instructions, see Build Formulas on page 250.

5. Select **File > Save**.

Load Formulas

You can load methods, update rules, or custom functions from formula files. For example, you might want to edit your formula files in a text editor and reload them, or extract them from one application and load them into another application.

When you load formulas, you can select whether to replace or merge formulas. When you use the Replace option, the system replaces the existing formulas with the selected formula formatted text file. When you use the Merge option, the system combines the contents of the formula formatted text file with the existing formulas.

You can also select the Check Methods option to check the methods that you are loading. If you are loading multiple formula files with the Check Methods option selected, you must load custom functions and update rules before you perform the load.

To load a method, update rule, or custom function, the load files must follow a specific format. For more information on method load or extract file format, see Method Load or Extract File Format on page 287. For more information on update

rule load or extract file format, see Update Rule Load or Extract File Format on page 288. For more information on custom function load or extract file format, see Custom Function Load or Extract File Format on page 289.

Note: If you are loading multiple formula files with the Check Methods option selected, you must load custom functions and update rules first.

If you are using server-based processing to load formulas, a window appears that shows the loading progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while the server is processing. The window closes when the server finishes processing or an error message appears if there is a problem.

➤ To load formulas:

1. From the Method, Update Rules, or Custom Functions window, select **Task > Load Formulas**.

2. Select **Add** to add the files that you want to load.

Note: If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

3. Do one of the following:

   ● To replace methods, update rules, or custom functions, select **Replace.**

   ● To merge methods, select **Merge**.

4. Select whether to include Methods, Update Rules, and Custom Functions in the formula load.

Note: If you selected the Merge option, you can include only methods.

5. To check the methods that you are loading, select **Check Methods**.

6. Select **OK**.

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Extract Formulas

You can extract methods, update rules, or custom functions to a formula file. For example, you might want to edit your formula files in a text editor and reload them. You can also extract methods, update rules, and custom functions from one application and load them into another application.

You can save the extracted methods, update rules, and custom functions in a new formula file. You can also replace the existing formula files, or append them to an existing formula file. When the system saves extracted methods in formula files, it follows a specific format. For more information on method load or extract file format, see Method Load or Extract File Format on page 287. For more information on update rule load or extract file format, see Update Rule Load or Extract File Format on page 288. For more information on custom function load or extract file format, see Custom Function Load or Extract File Format on page 289.

If you are using server-based processing to extract formulas, a window appears that shows the extracting progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while the server is processing. The window closes when the server finishes processing or an error message appears if there is a problem.

➤ To extract formulas:

1. From the Method, Update Rules, or Custom Functions window, select **Task > Extract Formulas**.

2. On the File tab, type a file name, or select **Browse** to find a file.

Note: If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

3. To extract all methods, update rules, or custom functions in the application, select Extract All Formulas, then select **OK**.

4. On the Method, Update Rules, or Custom Functions tab, select the methods, update rules, or custom functions to extract:

   ● Select individual methods, update rules, or custom functions to extract, or highlight a range.

   ● To select all methods, update rules, or custom functions in the application, select **Select All**.

- To deselect all methods, update rules, or custom functions in the application, select **Clear All**.

5. Select **OK**.

Method Load or Extract File Format

You can load or extract methods to or from formula files. For example, you might want to edit your methods in a text editor and reload them into your application. You can also use this option to extract methods from one application and load them into another.

A formula file can contain any combination and number of methods, which are identified by their header information. You can load multiple formula files, and you can include multiple methods in one file.

You must include the following header information for each method that you load:

[METHOD = *ID, Description, Security, Type, Code***]**

Where...	Is...
ID	A method ID of up to 20 characters.
Description	A method description of up to 40 characters.
Security	A valid security class.
Type	A,T, or C where A is a chart method, T is a translation method, and C is a consolidation method.
Code	A valid method code (optional).

Note: You cannot use commas in the method description. Commas are used by the system as delimiters when loading formulas.

Here is an example of a method:

```
[METHOD=CHART, Chart Logic, MAXIMUM, A, LOgCODE]
[CATEGORY=ALL]

 #HA9999 = TOT                 #HI1999 = #HA1000
 #RE2999 = SUB (#RE2100)       #RE3999 = SUB (#3000)
 #DX1999 = #DE1000 + #DI1000   ! Sum from  HA 1000
```

```
#HA9999 = TOT                          #HI1999 = #HA1000

! Headcount (HA1000)                    ! Sum from RE2100

! Sum from RE3000                       ! Sum of DE1000 + DI1000
```

Update Rule Load or Extract File Format

You can load or extract update rules to a formula file. For example, you might want to edit your update rules in a text editor and reload them into your application. You can also use this option to extract update rules from one application and load them into another application.

A formula file can contain any combination and number of update rules, which are identified by their header information. You can load multiple formula files, and you can include multiple update rules in one file.

Note: Update rules are valid only in consolidation methods.

You must include the following header information for each update rule that you load:

[RULE = *ID, Description, Execute, Attribute, Security,Inst,Param***]**

Where...	Is...
ID	An update rule ID of up to 20 characters.
Description	The update rule's description of up to 40 characters.
Execute	The flag that indicates whether to always execute the update rule, regardless of whether its assigned accounts contain data.
Attribute	The flag that makes update rules sensitive to account type.
Security	A valid security class.
Inst	General instructions for using the update rule.
Param	Parameters for the update rule.

Note: You cannot use commas in the update rule description. Commas are used by the system as delimiters when loading formulas.

This is how formulas are structured in the Update Rules Window:

Destination Account	Proportion	Elimination	Partner's Elimination
#ACCOUNT =	<exp>;	<exp>;	<exp>

Here is an example of an update rule in a file:

```
[RULE = INV, Investment, X, X, MAXIMUM]
INST = Pass the type of reserves as a parameter
PARAM = @TYP
@CACC.VAR = - ELIMINV (@cACC.ope);
# INVESTMENT = - #INVESTMENT;
# RESERVE@TYP = #INVESTMENT;
```

Custom Function Load or Extract File Format

You can load or extract custom functions to or from formula files. For example, you might want to edit your custom functions in a text editor and reload them into your application. You can also use this option to extract custom functions from one application and load them into another application.

A formula file can contain any combination and number of custom functions, which are identified by their header information. You can load multiple formula files, and you can include multiple custom functions in one file.

Note: You can create a custom function for use in chart, translation, consolidation, or a combination of method types.

You must include the following header information for each custom function that you load:

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[FUNC = *ID, Description, Security, Type, Par6am***]**

Where...	Is...
ID	An ID of up to 20 characters.
Description	A description of up to 40 characters.
Security	A valid security class.
Type	A, T, or C, where A is the custom function in a chart method, T is the custom function in a translation method, and C is the custom function in a consolidation method.

Note: You cannot use commas in the custom function description. Commas are used by the system as delimiters when loading formulas.

This is a custom functions in the Custom Functions window.

ID	Expression
ID1	#A + #B + #C
MOV	@MAJ_I - @MAJ.OPE

Here is an example of a custom function in a file:

```
[FUNC = MOV, Movement for Short Term Account, MAXIMUM, A]
INST = Substitutes Major of the Invoking account
@MAJ_I - @MAJ.OPE
During formula execution,
#INVESTMENT = MOV
Expands to:
# INVESTMENT_I - #INVESTMENT.OPE
```

Note: For easier maintenance, place all custom functions in one formula file.

Formula Execution

When formulas are executed, methods are merged and then the functions are executed in sequence by category and by method. Theoretically, when logic is executed at the base level, the default chart is executed first and then special chart,

implying that special chart overrides chart for matching statements. However, the system actually merges and executes chart and special chart as a single method so the system is more efficient. This allows special logic to override Chart/Default logic. The following example shows how logic is executed in the system.

Note: This example assumes that there are no USE statements when logic is loaded.

1. Base logic (Chart, consol, and so on) - Category = ALL case

2. Base logic (Chart, consol, and so on) - Category Specific (for example, Category = ACTUAL case)

3. Override logic (Chart1) - Category = ALL case

4. Override logic (Chart1) - Category specific (for example, Category = ACTUAL case)

If an account is referenced in multiple places in these statements, the last statement encountered for that account is the one that executed.

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Tracking Intercompany Transactions

Intercompany matching allows you to track intercompany balance accounts in your organization. You specify the Hyperion Enterprise accounts to be matched during intercompany eliminations. The system uses these matching accounts to eliminate any intercompany transactions from your organization's consolidated totals. The system stores any differences between the matched accounts in a non-intercompany account called a plug account.

For example, if your company has different divisions both with payable and receivable amounts, the system uses intercompany matching groups to match these amounts and report differences. This allows you to track the intercompany activity separately from the commercial payables and receivables that appear in your balance sheet. The system stores any intercompany differences in accounts for reporting. For information on designing custom intercompany matching reports, see the *Hyperion Reporting User's Guide.*

You run intercompany matching reports to identify unmatched intercompany transactions. An administrator might want to generate and review this report before consolidation to verify that all intercompany transactions are matched. If the report shows unmatched conditions, you can correct them using the Data Entry module. You can create intercompany matching reports in either Hyperion Enterprise or Hyperion Reporting. Using Hyperion Reporting gives you flexibility in designing custom reports. Using Hyperion Enterprise allows you to produce reports from predefined journals. For information on running custom intercompany matching reports in Hyperion Reporting, see the *Hyperion Enterprise Reporting User's Guide.* For information on running standard intercompany matching reports in Hyperion Enterprise, see the *Hyperion Enterprise User's Guide*.

Intercompany Matching Window

The Intercompany Matching window contains a table where you define the accounts in an intercompany matching group. When you first access the Intercompany Matching window, you can create an intercompany matching group or open an existing one. You can use the Insert Row and Paste Account options to add or edit accounts in an intercompany matching group.

In the Intercompany Matching window, you can perform these tasks:

- Define, copy, and delete intercompany matching groups

- Add accounts to intercompany matching groups

- Override intercompany matching groups

- Find accounts in intercompany matching groups

You can also print or preview intercompany matching groups. For more information, see *Hyperion Enterprise Getting Started.*

The following figure shows the Intercompany Matching Window.

Plug Account: ICDIFF	
Account 1	**Account 2**
INVSUB	STOCK1
INVSUB	STOCK2

Figure 55: Intercompany Matching Window

For more information on working with tables, see *Hyperion Enterprise Getting Started.*

Find Accounts in Intercompany Matching Groups

You can locate a specific account in the Intercompany Matching window. This might be faster than scrolling through the entire table.

➤ To find an account in an intercompany matching group:

1. From the Intercompany Matching window, select **Edit > Find Account**.

2. Type an account ID or select one from the list.

3. Select **OK**.

Intercompany Matching Setup

Intercompany matching setup involves defining an intercompany matching group ID with a description, security class, and plug account. Once you create intercompany matching group IDs, you can build intercompany matching groups by adding intercompany accounts. You can also copy or delete intercompany matching groups. For more information on opening, copying, or deleting intercompany matching groups, see *Hyperion Enterprise Getting Started.*

Define Intercompany Matching Groups

You define an intercompany matching group to specify the accounts that are matched and eliminated during consolidation. Once you create an intercompany matching group, you can open it in the Intercompany Matching window and add or edit accounts. For information on building groups, see Build Intercompany Matching Groups on page 298.

➤ To define an intercompany matching group:

1. From the Intercompany Matching Window, do one of the following:

   ● To create a group, select **File > New Group**.

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- To edit a group, open the group you want to edit and select **File > Group Attributes**. For instructions on opening groups, see *Hyperion Enterprise Getting Started.*

2. Specify the ID, description, security class, and plug account, then select **OK**.

3. Add or change the accounts in the group.

4. Select **File > Save** to save the group.

Intercompany Subaccount Tables

An intercompany subaccount table is a list of entities that the system uses for intercompany elimination during consolidation. The entities in these tables contain data to eliminate. As with other subaccount tables, you define an intercompany subaccount table only once, but you can use it multiple times. Because intercompany eliminations occur between entities, subaccount IDs for intercompany subaccount tables must be valid entity IDs.

When you create an application, the system automatically creates an intercompany matching table that contains all intercompany entities in the application. This table's label is Intercompany, with the description Intercompany Subaccount Table. Do not change the ID or delete this table.

This table does not contain subaccounts until the application contains intercompany entities. When you load or add an intercompany entity or select the Intercompany attribute for an existing entity, the system automatically adds a subaccount to the table. When you remove an entity from the application or deselect the Intercompany attribute for an entity, the system removes the corresponding subaccount from the table.

You can also create custom intercompany subaccount tables that contain a subset of the application's intercompany entities. If you use a custom intercompany subaccount table, the system eliminates only those entities specified in the subaccount table. If you use the automatically generated table, the system eliminates all intercompany entities, which might require more time for the system to process.

For example, you can create an intercompany subaccount table with subaccounts for Greece, Italy, and France, and so on, as shown in the following figure.

Figure 56: Intercompany Subaccount Table

You can then attach this table to two accounts: Intercompany Receivables and Intercompany Payables. If you enter the accounts in the intercompany matching table, the system can match Intercompany Receivables and Intercompany Payables and eliminate the appropriate values.

You can attach intercompany subaccount tables to individual accounts or to subaccounts in a subaccount table. You can attach an intercompany subaccount table to a non-intercompany subaccount table, but you cannot attach a subaccount table to an intercompany subaccount table. For more information on intercompany subaccount tables, see Define Subaccount Tables on page 244.

Note: If an intercompany entity does not exist in an organization for a particular period, the system prevents any eliminations in the corresponding subaccount. The system does not, however, prevent users from entering data for that subaccount.

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Build Intercompany Matching Groups

You build intercompany matching groups by adding accounts to intercompany matching groups in the Intercompany Matching window. Intercompany accounts are major accounts that can have intercompany subaccount tables attached to them. Before you can build an intercompany matching group, you must define it by specifying an ID, description, security class, and plug account. For more information on intercompany subaccount tables, see Intercompany Subaccount Tables on page 296. For more information on defining intercompany matching groups, see Define Intercompany Matching Groups on page 295.

You build intercompany matching groups to identify the intercompany matching relationships that the system eliminates during consolidation. You add intercompany account IDs to groups differently depending on the types of intercompany account relationships you are defining.

You can build the following types of intercompany relationships:

- One-to-one relationships, which match one intercompany account against another intercompany account

- One-to-many relationships, which match one intercompany account against multiple intercompany accounts

- Many-to-many relationships, which match multiple intercompany accounts against multiple intercompany accounts

The following table shows how to set up different intercompany account relationships in the Intercompany Matching window.

This account relationship...	Is defined by...
One-to-one	• One intercompany account ID in the Account 1 column. • One intercompany account ID in the Account 2 column.

This account relationship...	Is defined by...
One-to-many	• One intercompany account ID in the Account 1 column. • Multiple intercompany account IDs in successive lines of the Account 2 column.
Many-to-many	• Multiple intercompany account IDs in successive lines of the Account 1 column. • Multiple intercompany account IDs in successive lines of the Account 2 column.

➤ To build an intercompany matching group:

1. From the Intercompany Matching window, select **File > Open Group**.

2. Select the group you want to build, then select **OK**.

3. Select the row where you want to add or edit matching account information:

   ● To create a pair of matching accounts, select the first blank line at the end of the table. For instructions on working with tables, see *Hyperion Enterprise Getting Started.*

   ● To edit existing accounts, select the row of the accounts you want to edit.

4. Do one of the following:

   ● Type account IDs in the Account 1 and Account 2 columns.

   ● In the Account 1 or Account 2 column, select **Edit > Paste Account**. Type an account ID or select from the list, then select **OK**.

5. Select **File > Save** to save your changes.

Override Intercompany Matching Groups

You use intercompany matching groups when you consolidate data. If you store consolidation detail for an application, entity, or category, you can also use update rules in consolidation methods to perform intercompany eliminations. You define update rules to distribute intercompany differences to plug accounts in your

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proportion detail, your partner's proportion detail, or your elimination detail. For more information on storing consolidation detail, see Consolidation Detail Option on page 30.

You can override the intercompany eliminations defined in intercompany matching groups by using update rules in consolidation methods. If you store consolidation detail, an update rule allows you to allocate intercompany transactions to multiple plug accounts in your proportion detail, your partner's proportion detail, or your elimination detail. Once you define update rules, you assign them to accounts and categories in the Method window.

When you define consolidation methods in the Method window, you indicate whether to use intercompany groups when you perform eliminations. If you do not use intercompany groups during consolidation, the system uses the update rules specified in consolidation methods. For information on update rules and consolidation methods, see Update Rules on page 279.

➤ To override intercompany matching groups:

1. From the Methods window, select **File > Open Method**.

2. Type the method ID in the edit box or select one from the list, then select **OK**.

3. Select **Edit > Category Settings**.

4. Deselect **Eliminate**, then select **OK**.

Intercompany Matching Reports

After you define intercompany matching groups, you can use intercompany matching reports to list the intercompany transactions that are eliminated during consolidation. These reports document an organization's transactions so you can analyze or audit the data in the currency you specify. You can also use Hyperion Reporting to design your own custom intercompany matching reports. For more information on designing custom intercompany matching reports, see the *Hyperion Reporting User's Guide*. For more information about intercompany matching, see the *Hyperion Enterprise User's Guide*.

Defining Conversion Tables

About Defining Conversion Tables

Conversion tables are lists of external account or entity IDs from other systems, such as general ledger systems, and their equivalent Hyperion Enterprise account or entity IDs. You use conversion tables in the Database window when you load and extract data. By matching external IDs to internal Hyperion Enterprise IDs, you tell the system where to store data when you load it into or extract it from Hyperion Enterprise. For more information on loading and extracting data, see the *Hyperion Enterprise User's Guide.*

You use the following windows to maintain conversion tables:

● You use the Entity Conversion tables window in the Entities module to maintain conversion tables for entities.

● You use the Account Conversion tables window in the Accounts module to maintain conversion tables for accounts.

Account and Entity Conversion Tables

Conversion tables are lists of external accounts or entities and their corresponding Hyperion Enterprise accounts or entities. Account and entity formats can be different in different systems. You can use conversion tables to load data from external sources directly into Hyperion Enterprise, or extract data from Hyperion Enterprise for use with other software programs.

Conversion tables can establish a one-to-one, a one-to-many, or a many-to-one relationship between external sources and Hyperion Enterprise. In a one-to-one relationship, the system loads the data in a single external account or entity into one Hyperion Enterprise account or entity. In a one-to-many relationship, the system extracts the data from many Hyperion Enterprise accounts or entities to one

external account or entity. In a many-to-one relationship, the system combines and loads the data in external accounts or entities into one Hyperion Enterprise account or entity.

The following figure illustrates one-to-one, one-to-many, and many-to-one account relationships.
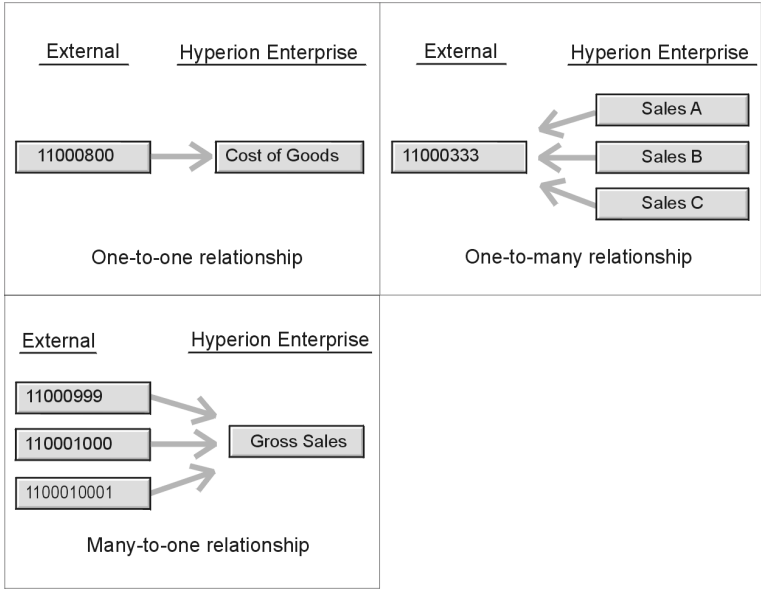

Figure 57: Account Relationships

The following figure illustrates one-to-one, one-to-many, and many-to-one entity relationships.
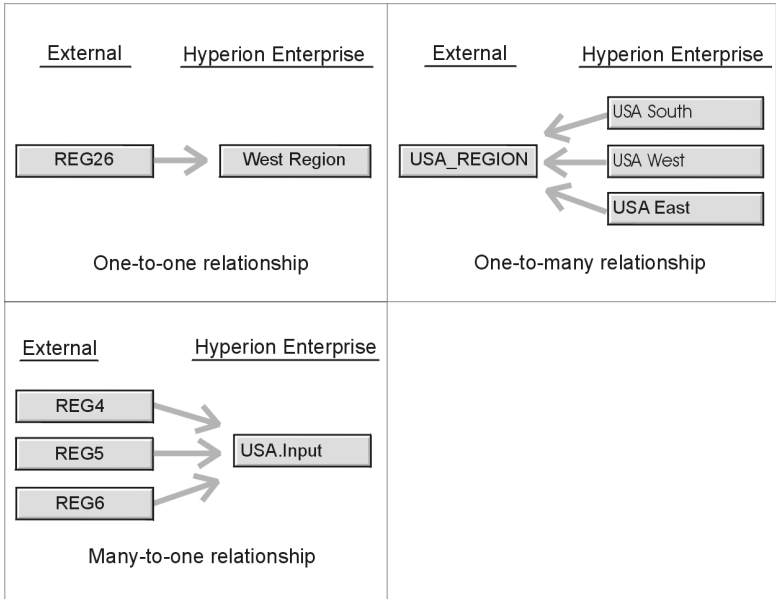

Figure 58: Entity Relationships

When you define a conversion table, you specify whether you want to load data into Hyperion Enterprise from an external source, to extract data from Hyperion Enterprise, or to load and extract data. Depending on the type of conversion table you define, you can establish one-to-one, one-to-many, or many-to-one relationships. The following table shows the different types of conversion tables and the relationships you can define for each one.

Table 52: Conversion Table Formats

This type of table...	Can have these relationships...
Load	Many external IDs to one Hyperion Enterprise ID.
	One external ID to one Hyperion Enterprise ID.

Table 52: Conversion Table Formats (Continued)

This type of table...	Can have these relationships...
Extract	One external ID to many Hyperion Enterprise IDs.
	One Hyperion Enterprise ID to one external ID.
Load and extract	One external ID to one Hyperion Enterprise ID.

When you load data from many external accounts to one Enterprise account, the system combines the data into a single account. The system does not store the data separately. When you extract data from many Hyperion Enterprise accounts, the system does not accumulate the data. It stores the data on individual lines in the extract file.

Note: For each account relationship in an account conversion table, you determine whether to add or subtract data values during account conversions.

Conversion Tables Windows

There are two types of conversion tables: account conversion tables and entity conversion tables. You use the Conversion Tables windows to perform these tasks:

●   Create and edit conversion tables

●   Open conversion tables to view or modify

●   Copy conversion tables with new IDs and descriptions

●   Delete conversion tables from an application

●   Print or preview conversion tables

For more information on printing or previewing, see *Hyperion Enterprise Getting Started.*

The following figure shows the Account Conversion Tables window.

External	Enterprise	ADD/SUB
EXTPLUS1	HYPPLUS1	Add
EXTPLUS2	HYPPLUS2	Add
EXTPLUS3	HYPPLUS3	Add
EXTPLUS4	HYPPLUS4	Add
EXTPLUS5	HYPPLUS5	Add
EXTPLUS6	HYPPLUS6	Add
EXTPLUS7	HYPPLUS7	Add
EXTPLUS8	HYPPLUS8	Add
EXTPLUS9	HYPPLUS9	Add
EXTPLUS10	HYPPLUS10	Add
EXTPLUS11	HYPPLUS11	Add
EXTPLUS12	HYPPLUS12	Add
EXTPLUS13	HYPPLUS13	Add
EXTPLUS14	HYPPLUS14	Add
EXTPLUS15	HYPPLUS15	Add
EXTPLUS16	HYPPLUS16	Add
EXTPLUS17	HYPPLUS17	Add
EXTPLUS18	HYPPLUS18	Add
EXTPLUS19	HYPPLUS19	Add
EXTPLUS20	HYPPLUS20	Add

Table: 1TO1 ONE TO ONE ACCOUNT CONVERSION TABLE

Figure 59: Account Conversion Tables Window

The following figure shows the Entity Conversion Tables window.

Table: 1TO1 ONE TO ONE NAME CONVERSION TABLE

External	Enterprise
EXTUS100	US100
EXTUS50	US50
EXTUS25	US25
EXTUS100M	US100M
EXTEURODM	EURODM.BASE
EXTEUROFF	EUROFF.BASE
EXTEUROUS	EUROUS
EXTASIAHK	ASIAHK.BASE
EXTASIAUS	ASIAUS
EXTTOPDM	TOPDM.BASE
EXTTOPFF	TOPFF.BASE

Figure 60: Entity Conversion Tables Window

For more information on working with tables, see *Hyperion Enterprise Getting Started.*

Find Entities in Conversion Tables

You can locate a specific external or Hyperion Enterprise entity in the Entity Conversion tables window. This might be faster than scrolling through the entire entity conversion table.

➤ To find entities in conversion tables:

1. From the Entity Conversion tables window, do one of the following:

● To find an external entity, select **Edit > Find > External Entity**.

● To find an Enterprise entity, select **Edit > Find > Enterprise Entity**.

2. Type an entity ID or select one from the list.

3. Select **OK**.

Find Accounts in Conversion Tables

You can locate a specific external or Hyperion Enterprise account in the Account Conversion tables window. This might be faster than scrolling through the entire account conversion table.

➤ To find accounts in conversion tables:

1. From the Account Conversion tables window, do one of the following:

   ● To find an external account, select **Edit > Find > External Account**.

   ● To find an Enterprise account, select **Edit > Find > Enterprise Account**.

2. Type an account ID or select one from the list.

3. Select **OK**.

Conversion Table Setup

Conversion table setup involves creating, editing, copying, and deleting the conversion tables you use when you load and extract data. You set up account conversion tables in the Account Conversion tables window. You set up entity conversion tables in the Entity Conversion tables window. For information on opening, copying, and deleting conversion tables, see *Hyperion Enterprise Getting Started.*

Define Account Conversion Tables

When you define account conversion tables, you create and label tables or modify information in existing tables. Each account conversion table you define must have a unique ID. When you create an account conversion table, you indicate whether to use it for load only, extract only, or both load and extract. After you create a table, you can change its description and security class. You cannot change a table's load or extract type if it contains any one-to-many or many-to-one relationships.

➤ To define an account conversion table:

1. From the Account Conversion Table window, do one of the following:

   ● To create a table, select **File > New Table**.

   ● To edit a table, open the conversion table you want to edit, then select **File > Table Attributes**. For instructions on opening tables, see *Hyperion Enterprise Getting Started.*

2. Specify the ID, description, security class, and table type, then select **OK**.

3. Add or change the accounts in the table:

   ● To insert a row in the table, highlight the cell above which you want to insert the row, then select **Edit > Insert Row**.

   ● To select a Hyperion Enterprise account, select **Edit > Paste Account**, select an account from the dialog box, then select **OK**.

   ● To subtract data values during account conversions, type **sub** in the Add/Sub column.

   ● To add data values during account conversions, type **add** in the Add/Sub column.

4. Select **File > Save**.

Define Entity Conversion Tables

When you define entity conversion tables, you create and label tables or modify information in existing tables. Each entity conversion table you define must have a unique ID. When you create an entity conversion table, you indicate whether it is used for load only, extract only, or both load and extract. After you create a table, you can change a table's description and security class. You cannot change its load or extract type if it contains any one-to-many or many-to-one relationships.

➤ To define an entity conversion table:

1. From the Entity Conversion Table window, do one of the following:

   ● To create a table, select **File > New Table**.

   ● To edit a table, open the conversion table you want to edit and select **File > Table Attributes**. For instructions on opening tables, see *Hyperion Enterprise Getting Started.*

2. Specify the ID, description, security class, and table type, then select **OK**.

3. Add or change the accounts in the table:

   - To insert a row in the table, highlight the cell above which you want to insert the row, then select **Edit > Insert Row**.

   - To insert a Hyperion Enterprise entity, select **Edit > Paste Entity**, select an entity from the dialog box, then select **OK**.

4. Select **File > Save**.

Defining Lists

About Defining Lists

A typical Hyperion Enterprise application has many accounts and entities. If you need to work with subsets of the chart of accounts, you can create account lists. If you need to work with subsets of the organization chart, you can create entity lists.

You use the Account Lists window in the Accounts module to define and maintain account lists. You use the Entity Lists window in the Entities module to define and maintain entity lists.

You can perform these tasks in the lists windows:

- Create and edit lists

- Open lists to view or modify them

- Copy lists with new IDs and descriptions

- Delete lists

- Preview and print lists

For information on previewing and printing lists, see *Hyperion Enterprise Getting Started.*

Fixed and Dynamic Lists

Account and entity lists can be fixed or dynamic. Fixed lists contain individually selected accounts or entities. They do not change unless you manually add or remove accounts or entities.

Dynamic lists are variable sets of accounts or entities that change based on a set of filter criteria. They change as you add, remove, or change accounts or entities in the application. For example, you might set up a dynamic account list called Sales

that includes only major accounts with the Sales code. If you add a new major account called Equipment and assign the Sales code to it, the system adds Equipment to the Sales account list.

List Setup

List setup involves creating, editing, copying, and deleting account lists. You set up account lists in the Account Lists window. You set up entity lists in the Entity Lists window.

You can copy a dynamic list and save it as a fixed list. The system adds all of the items that meet the filter criteria to the fixed list. You then can manually add items to or remove items from the list. For more information on copying, opening, or deleting account lists or entity lists, see *Hyperion Enterprise Getting Started.*

Account Lists

Account lists are subsets of the chart of accounts. You define account lists to group accounts you want to use at the same time. You use accounts lists in the Data Entry, Database, and Reports windows to focus on a specific set of accounts.

For example, you can use an account list that contains only income accounts to generate an income statement. You can also use an account list that contains only personnel accounts in a schedule for entering personnel data.

Account Lists Window

You create or open one account list at a time in the Account Lists window. The Account Lists window contains two tabs, the List tab and the Filter tab. Both tabs contain filter options for defining a list or narrowing the selection criteria. The List

tab also contains one list box that displays the accounts that meet the criteria. The following figure shows the List tab with an open dynamic list in the Account Lists window.
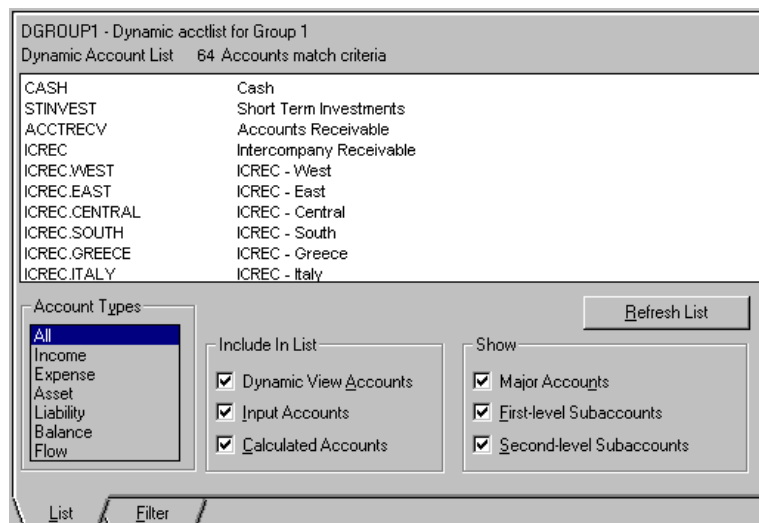
Figure 61: Dynamic Account List

If a fixed list is open in the window, the List tab contains a second list box that shows the accounts that you manually add to the list. The following figure shows the List tab with an open fixed list in the Account Lists window.
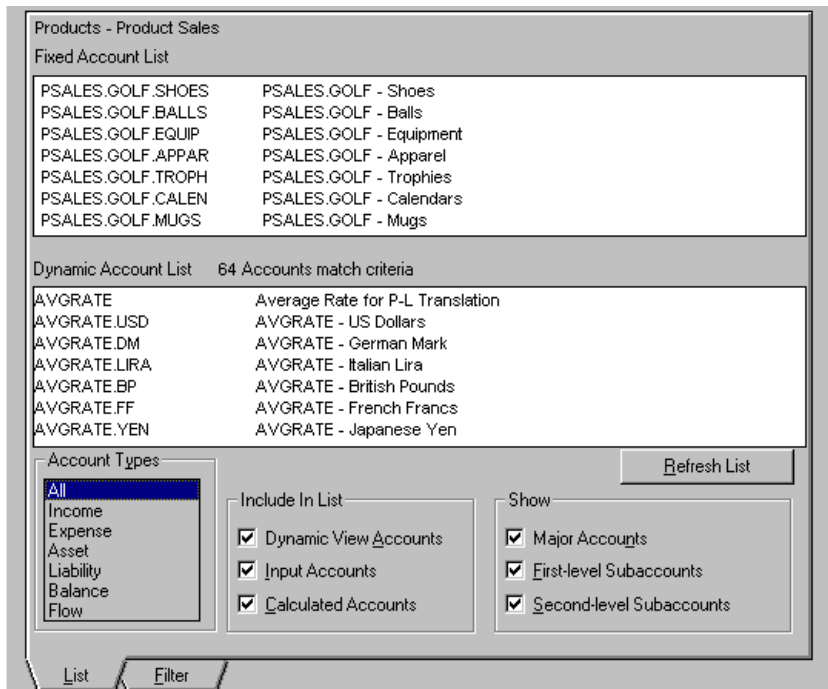
Figure 62: Fixed Account List

Define an Account List

You define a dynamic list by giving it an ID and description and then selecting filter criteria. You set up a fixed list by giving it an ID and description and then manually adding specific accounts to the list.

You can either create new lists or modify the information in existing lists. When you create a list, you indicate whether it is fixed or dynamic.

After you create a list, you can change a dynamic list to a fixed list, but you cannot change a fixed list to a dynamic list. When you change a dynamic list to a fixed list, the system adds all existing items that meet the filter criteria to the fixed list, but items you add in the future will not be added to the fixed list.

➤ To define an account list:

1. From the Account Lists window, do one of the following:

  ● To create a list, select **File > New List**.

  ● To edit a list, open the list you want to edit, then select **File > List Attributes**. For instructions on opening lists, see *Hyperion Enterprise Getting Started.*

2. Specify the ID, description, security class, and list type, then select **OK**.

3. Filter the accounts that you want to include in the list. For instructions, see Filter Accounts on page 315.

4. To create a fixed list, add the accounts to the list. For instructions, see Build a Fixed Account List on page 317.

5. Select **File > Save** to save the list.

Filter Accounts

You filter accounts to define a dynamic account list. You can save a dynamic account list or use it to select accounts to add to a fixed account list. Filtering accounts involves specifying one or more of these filter criteria:

● The type of account, such as asset or liability

● Input or calculated accounts

● The group to which the account belongs

● The code assigned to the account

● The subaccount table attached to the account

● The individual subaccount

You use the Account Types list box to filter major accounts by their type. If the major account does not have the type specified by the filtering criteria, it will not appear on the list.

You can select whether to include dynamic view accounts, input accounts, or calculated accounts in the list. You can select whether to show major accounts, or first or second-level subaccounts.

The Account Groups list box displays a list of all of the account groups in the system. If you want to include accounts from a particular group, you can select that group from the list.

You can use the account code as a filter for major accounts and first- and second-level subaccounts. If the major account code does not match a code that you select in this list box, it will not be displayed in the results list. If a first-level subaccount has a code of None, the system uses the code from its major account as the filter criteria. If a second-level subaccount has a code of None, the system uses the code from the first-level subaccount or the major account as the filter criteria.

You can use the Subaccount Tables list box in one of two ways. The second way is only available when the Shared Signatures application option has been selected.

a. To filter on all major accounts which have the selected subaccount tables attached. Further filtering is then possible by selecting subaccounts within the Subaccounts list box.

All accounts that have subaccount tables which match the selected subaccount tables are displayed in the results list. If you select None in the Subaccount Tables list box, the result list displays any major and first-level subaccounts that do not have subaccount tables attached.

b. As a means of populating the adjacent Subaccounts list box with subaccounts from the selected subaccount tables. Further filtering by selecting subaccounts, regardless of the major account to which they are assigned, is then possible within the Subaccounts list box. This option is activated by deselecting the Show Accounts with this Table Attached check box.

All accounts that have subaccounts which match the selected subaccounts are displayed in the results list.

If you specify more than one kind of criterion, then the accounts in the list must meet at least one of the criteria. For example, if you select the codes FCOST1 and VCOST1, then the list includes only the accounts that have either the FCOST1 code or the VCOST1 code.

If you specify more than one kind of criterion, then the accounts in the list must meet both criteria. For example, if you select the account type Liability and the account group Personnel, then the only accounts in the list are liability accounts in the Personnel account group.

➤ To filter accounts:

1. From the Account Lists window, open or create the account list you want to filter.

2. From the List tab, do one or more of the following:

   ● Select an account type.

   ● Select whether to include dynamic view accounts, input accounts, or calculated accounts in the list.

   ● Select whether to show major accounts, first-level subaccounts, or second-level subaccounts.

3. To update the list to reflect the filter criteria, select **Refresh List**.

4. From the Filter tab, do one or more of the following:

   ● Select to include accounts from one or more account groups.

   ● Select to include accounts and subaccounts with the associated account codes.

   ● Select to include accounts with subaccount tables attached, or specific subaccounts.

5. Do one of the following:

   ● To save changes to a dynamic list, select **File > Save**.

   ● To continue creating a fixed list, add the accounts to the fixed list. For instructions, see Build a Fixed Account List on page 317.

Build a Fixed Account List

When you build a fixed list, you select specific accounts from a dynamic list that you create by specifying criteria. As you work, you can change the criteria that filters the dynamic list without affecting the fixed list. This makes it easy for you to find the accounts that you want to include.

➤ To build a fixed account list:

1. From the Account Lists window, create a fixed list or open the fixed list that you want to change.

2. Select criteria to filter the items in the dynamic list. For instructions, see Filter Accounts on page 315.

3. With a fixed list in the window, do one or more of the following:

- To add all items from the dynamic list to the fixed list, select **Edit > Copy All**.

- To add specific items from the dynamic list to the fixed list, select the items, then select **Edit > Insert**.

- To remove items from the fixed list, select the items in the fixed list, then select **Edit > Remove**.

- To add items using the mouse, select the items from the dynamic list, hold down the Ctrl key, and click on the selected items again. The plus sign (+) appears. Move the cursor to the fixed account list area and release the selected items.

Entity Lists

Entity lists are subsets of the entities in an application. You define entity lists to group entities you want to use at the same time. You use entity lists in the Database and in Reports windows.

For example, in Database you might need to extract data for all base entities that report in French francs, or you might want to run a report for all entities that are adjusted using journal entries. You can build customized entity lists and tailor them to your specific needs.

Entity Lists Window

You create or open one entity list at a time in the Entity Lists window. The Entity Lists window contains three tabs: the List tab, the Entities tab, and the Options tab. All three tabs contain filter options for defining a list or narrowing the selection criteria. The List tab also contains one list box that displays the entities that meet the criteria.

The following figure shows the List tab with an open dynamic list in the Entity Lists window.
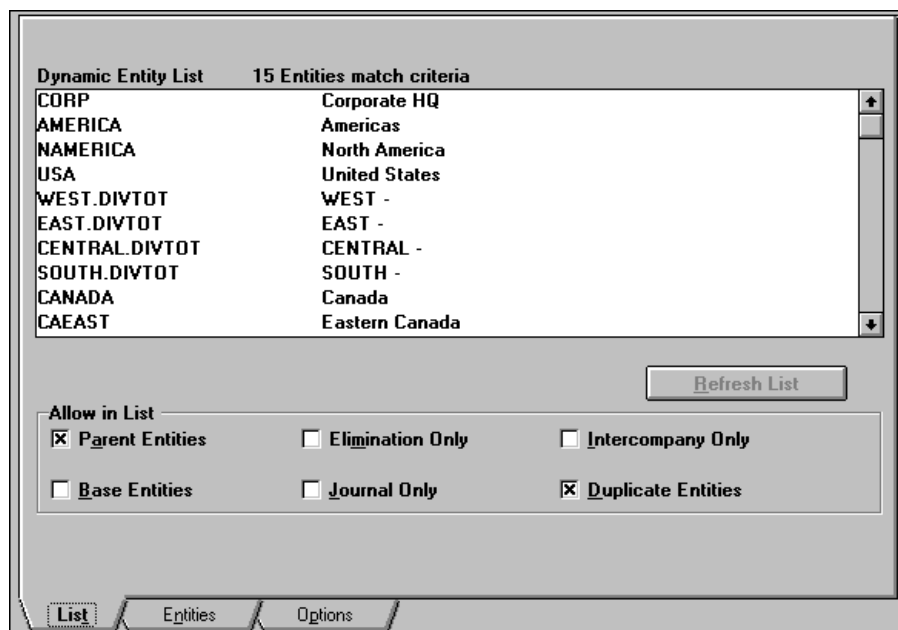
Figure 63: Dynamic Entity List

If a fixed list is open in the window, the List tab contains a second list box that shows the entities that you manually add to the list.

The following figure shows the List tab with an open fixed list in the Entity Lists window.

Figure 64: Fixed Entity List

Filter Entities

You filter entities to define a dynamic entity list. You can save a dynamic entity list or add entities and save it as a fixed entity list. Filtering entities involves specifying one or more of these filter criteria:

- Attributes of the entity, such as parent or journal

- The organization to which the entity belongs

- The parent to which the entity consolidates

- The substructure assigned to the entity

- The individual subentity

- The code assigned to the entity

- The entity's currency

● The entity's chart, translation, or consolidation method

If you specify more than one of the same type of criterion, then the entities in the list must meet at least one of the criteria. For example, if you select the Distribution and Plants codes, then the list includes only entities that have either the Distribution code or the Plants code.

If you specify more than one kind of criterion, then the entities in the list must meet both criteria. For example, if you select the Chart5 chart method and the Legal organization, then the list includes only entities in the Legal organization that use the Chart5 method.

You can deselect the Duplicate Entities option to keep entities from appearing twice in a list if they meet more than one criterion. For example, an application might contain the Mexico entity, which reports to North America in pesos. If you select the Peso currency and the North America parent as filter criteria for a list with the Duplicate Entities option selected, the Mexico entity appears twice in the list because it matches both criteria. If you deselect Duplicate Entities, then Mexico appears only once in the list.

Note: If you select Duplicate Entities with Elimination, Intercompany, or Journal option, all entities, including duplicates, display. The system does not filter only those with the Elimination, Intercompany, or Journal option.

➤ To filter entities:

1. From the Entity Lists window, open or create the entity list you want to filter.

2. From the List tab, the Entities tab, or the Options tab, do one or more of the following:

   ● To require that the entities meet more than one criteria, select different types of criteria.

   ● To require that the entities meet only one of the selected criteria, select more than one of the same type of criteria.

   ● To eliminate duplicate entities, deselect **Duplicate Entities**.

3. To update the list to reflect the filter criteria, select **Refresh List**.

4. Do one of the following:

   ● To save changes to a dynamic list, select **File > Save**.

- To continue creating a fixed list, add the entities to the fixed list. For instructions, see Build a Fixed Entity List on page 322.

Build a Fixed Entity List

When you build a fixed list, you select specific entities from a dynamic list that you create by specifying criteria. As you work, you can change the criteria that filters the dynamic list without affecting the fixed list. This makes it easy for you to find the entities that you want to include.

➤ To build a fixed entity list:

1. From the Entity Lists window, create a fixed list or open the fixed list that you want to change.

2. Select criteria to filter the items in the dynamic list. For instructions, see Filter Entities on page 320.

3. With a fixed list in the window, do one or more of the following:

- To add all items from the dynamic list to the fixed list, select **Edit > Copy All**.

- To add specific items from the dynamic list to the fixed list, select the items, then select **Edit > Insert**.

- To remove items from the fixed list, select the items in the fixed list, then select **Edit > Remove**.

- To add items using the mouse, select the items from the dynamic list, hold down the Ctrl key, and click on the selected items again. The plus sign (+) appears. Move the cursor to the fixed entity list area and release the selected items

Hyperion Enterprise Server

About Hyperion Enterprise Application Server

The Hyperion Enterprise Application Server is a Windows NT-based application server. It supports server-based execution of the following background processes:

- Consolidation

- Calculate formulas

- Data Load and Extract

- Formula Load and Extract, with an option to check methods

- Journal Load and Extract, with an option to load posted journals

- Application Load and Extract

- Security Load and Extract

- System Load and Extract

- Purge Entities

- Post Multiple Journals

- Journal Lock and Unlock

- Compile Logic

The Hyperion Enterprise Application Server uses the TCP/IP protocol.

When you use the Hyperion Enterprise Application Server, processing takes place on the application server instead of the client workstation. Hyperion Enterprise Application Server is designed to offer a solution to high-volume processing on the client machines that might result in a high-level of network traffic and affect your machine's performance during processing. It allows you to quickly and easily add processing power without upgrading the existing hardware and software on

your client workstations. As your application expands, and as the number of client users increases, users are not constrained by possible processing limitations of client machines.

In addition, because data is processed remotely instead of locally, you can use your workstation during processing. For example, while data is being processed, you can minimize or close Hyperion Enterprise and perform other activities outside of Hyperion Enterprise.

For optimal performance, use a different server for each application. You can, however, use one server for several applications.

Installation Prerequisites

Before installing and using Hyperion Enterprise application server, you must perform the following tasks:

- Verify TCP/IP Connectivity
- Set Up Security Rights to Log on as a Service

Verify TCP/IP Connectivity

If you plan to use server processing, make sure you perform these tasks before you begin the installation procedure.

➤ To verify TCP/IP connectivity:

- Make sure that both the application server and the client workstations have TCP/IP installed and are uniquely identifiable via a TCP/IP address.

- If dynamic resolution is not supported, the IP address of the server should be resolved in the HOSTS file located in the SYSTEM32\DRIVERS\ETC\ subdirectory for Windows NT and the WINDOWS directory for Windows 95.

- Verify connectivity between the client workstation and application server by doing the following:

  a. From a DOS prompt on the client workstation, type **ping** *servername*, where *servername* is the server machine name.

  b. Press **Enter**. If the system connection is made, a response will be sent showing a reply from the server, indicating that connectivity has been validated.

Set Up Security Rights to Log on as a Service

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➤ To setup security right to log on as a service:

1. From the Windows taskbar, select **Start > Programs > Administrative Tools**.

2. Select **User Manager**.

3. Select **Policies > User Rights**.

4. Select **Show Advanced User Rights**.

5. Select **Log on as a Service**. The Grant To list shows which user groups and user IDs have that right.

6. Select **Add** to assign this right to a user ID or group.

7. Select the user ID or group and select **Add**, then select **OK**.

8. Select **OK** and exit the program.

Note: You cannot start Hyperion Enterprise Application Server service from Windows 95.

Server Setup Program

The Hyperion Enterprise Application Server Setup program (HSVRSET.EXE) sets up the server and the server registry. You must run the Hyperion Enterprise Application Server Setup program on the server machine that you are setting up.

Note: The Server Setup program is installed when you select the Server subcomponent option during the main Hyperion Enterprise installation process. For more information, see the *Hyperion Enterprise Installation Guide*.

You use the Hyperion Enterprise Application Server Setup program to perform the following tasks:

● Set up a server

● Update server settings

● Uninstall a server

The Hyperion Enterprise Application Server Setup program registers the service with the Windows NT Service Manager. It also creates and maintains a database of application servers. You specify the location of the database when you set up the server. If the database of servers does not yet exist, the Server Setup program will create it. You should specify the same database location for each server that you set up. The database of server information should be located in one central place and be used by all application servers and all client machines.

Set Up a Server

You can use the Hyperion Enterprise Application Server when you want processing to take place on the application server instead of the client workstation. You use the Hyperion Enterprise Application Server Setup program to set up a server.

Note: You must run the Hyperion Enterprise Application Server Setup program on the server machine you are setting up.

➤ To set up a server:

1. Start the Hyperion Enterprise Application Server Setup program HSVRSET.EXE on the machine you want to set up, and select **Install**.

2. In the Server Definition - Identification dialog box, type an optional description.

    Note: The Server ID is used by the Hyperion Enterprise Application Server Administration program and Hyperion Enterprise, and can be any character string. The TCP/IP port appears as 2070, but you can use a different value if 2070 conflicts with another service on your machine. The machine name and service name also appear automatically.

3. In the Windows NT Login section, type the Windows NT user name and password, confirm the password, then select **Next**.

    Note: The user name and password are used when you run the server program as a Windows NT service. To have the server verify your login ID and password, select the Validate Login option. You can verify user ID and password if you have must have the NT administrator permission to **"**act as operating system.**"** For more information, see the *Microsoft Windows NT Server Installation Guide*.

4. In the Server Definition - File Locations dialog box, the database path, server path, process path, and log file appear automatically. Do one of the following:

- Change the database path to the path of the central database of server information.

- For first-time server setup, change to the database path where you want to create the central database.

Tip: The database path should be a central location available to all computers. The name of the database path file defaults to HSVRCTRL.DAT, but can be changed if necessary. The server path is the location of the server program (HSVRCTRL.EXE), which by default is the Hyperion Enterprise program directory. The process path is the location of the server process program (HPROC.EXE) in the Hyperion Enterprise program directory. The log file path is the location of the server's troubleshooting log file. The log file is optional but highly recommended.

5. Select **Next**. If the database does not exist, the system prompts you to create it. Select **Yes**.

6. In the Server Definition - Options dialog box, select **Finish**.

Tip: To have Windows NT start the server program as a Windows NT service whenever you start the server machine, select **Auto Start**.

Update Server Settings

You use the Hyperion Enterprise Application Server Setup program to update server settings. Any time you change the program directory, or need to change the login or password information, you must run the Hyperion Enterprise Application Server Setup program and update the settings.You must run the Hyperion Enterprise Application Server Setup program on the server machine you are setting up. Make sure that the server is stopped before you update server settings. You can change login information during server updates. To change this information, select the Change Login option in the Server Identification dialog box. You must enter the new location of the programs in the Server Path and Process Path edit boxes.

➤ To update server settings:

1. Start the Hyperion Enterprise Application Server Setup program on the machine you want to set up, and select **Update**.

2. Change the server settings as required.

3. Select **Finish**.

Uninstall a Server

You use the Hyperion Enterprise Application Server Setup program to uninstall a server. Uninstalling the server deletes the server from the database and deletes the service from the Windows NT Service Manager.

You must run the Hyperion Enterprise Application Server Setup program on the server machine you are uninstalling. Make sure that the server is stopped before you uninstall it.

➤ To uninstall a server:

1. Start the Hyperion Enterprise Application Server Setup program on the machine you want to set up, and select **Uninstall**.

2. Select **OK**.

Server Administration Program

You use the Hyperion Enterprise Application Server Administration program (HADMIN.EXE) to perform the following tasks:

● View the database of servers and the status of the servers

● Start or stop a server on the machine on which the server is installed if you have administrative rights

   Note: For more information about starting and stopping the server, see Start or Stop Application Servers on page 337.

● Create or repair the database if you specified a wrong database location when you set up a server or if the data file is deleted or corrupted

● End tasks on the server

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You can run the Hyperion Enterprise Application Server Administration program from any client machine or from the application server.

The database of server information should be located in one central place to be used by all application servers and all client machines. This ensures that all computers use the same database of servers. The first time that you run the Hyperion Enterprise Application Server Administration program on each computer, the program prompts you for the location of the database. The Hyperion Enterprise system administrator should inform all users of the database location.

To add or delete a server or update its settings, you must run the Hyperion Enterprise Application Server Setup program on the application server so that changes are made to its registry. You use the Hyperion Enterprise Application Server Administration program to review or update the database for servers that are already set up. For more information about the Hyperion Enterprise Application Server Setup program, see Server Setup Program on page 325.

You use the Hyperion Enterprise Application Server Administration program to perform the following tasks from any remote client workstation:

● View or print the information in the database or the status of a server

● Maintain the server database

Hyperion Administrator Window

When you start the Administration program, the Hyperion Application Server Administration window appears as shown in the following figure.
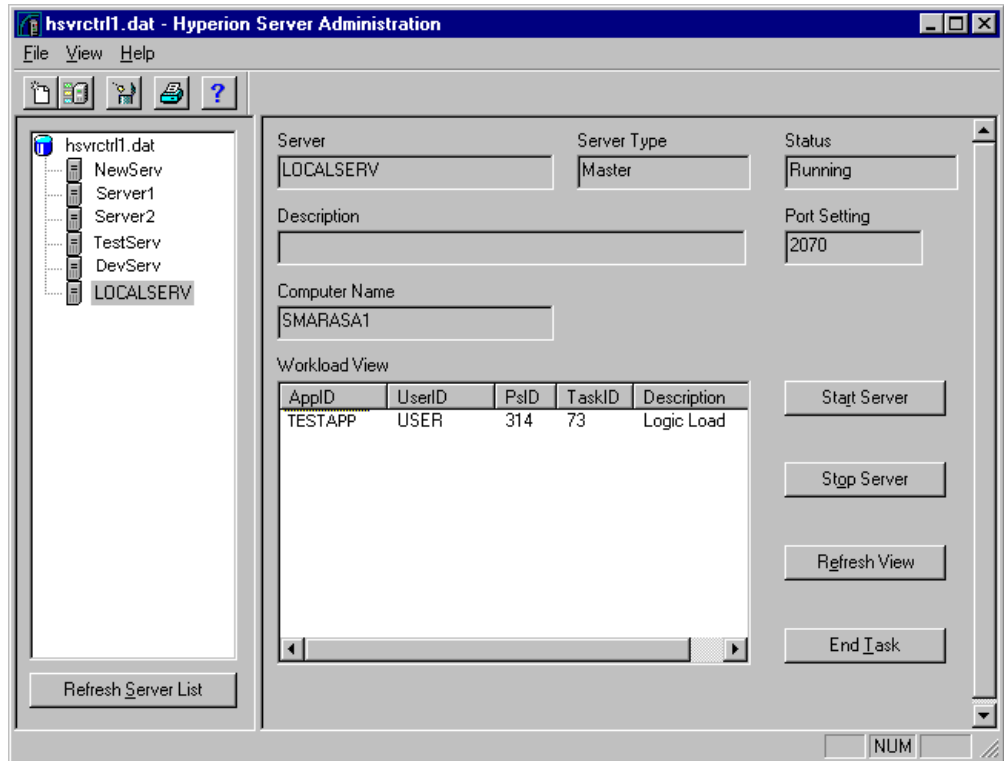
Figure 65: Hyperion Server Administration Window

The left side of the Hyperion Enterprise Application Server Administration window shows a tree view of all application servers.

The right side of the Hyperion Application Server Administration window shows information about a selected server. The status box shows Running if the server is running as a Windows NT service or Stopped if the server was started from the Hyperion Server icon, rather than as a service, or if it is not running.

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The Workload View area shows which tasks are executing when you select the server. You can select the Refresh button at the right of the Workload View area to update the Workload View. The Workload View area displays tasks only if the server is running as a Windows NT service.

When the server task is unresponsive, for example, due to system resource problems, the system administrator can select the End Task button to terminate the task selected in the workload view.

View or Print Server Information

You can use the Hyperion Enterprise Application Server Administration program to view or print a list of servers in the database and their status.

➤ To view or print server information:

1. Start the Administration program.

2. Do one or more of the following:

   - To view the status of a server, highlight the desired server in the tree view to see its information.

   - To update the Hyperion Enterprise Application Server Administration window and status, select **Refresh View** in the right panel.

   - To print the status and settings of all servers, select **File > Print**.

   - To update the list of servers in the tree view, select **Refresh View** in the left panel.

Server Database Maintenance

You use the Hyperion Enterprise Application Server setup program (HSVRSET.EXE) to create and maintain the database of server information. However, if the database is deleted or corrupted, you can use the Hyperion Enterprise Application Server Administration program to recreate or repair it.

You can run the Hyperion Enterprise Application Server Administration program from any workstation or from the server.

Server database maintenance involves the following tasks:

- Creating a server database

- Adding one or more servers to the database
- Updating the server database
- Deleting one or more servers from the database

Create a Server Database

You use the Hyperion Enterprise Application Server Setup program (HSVRSET.EXE) to create a database of servers. If the database is accidentally deleted or corrupted, you can use the Hyperion Enterprise Application Server Administration program to create a database. After you create a database, you can add your application servers to that database. For more information, see Add Servers to the Database on page 332.

➤ To create a server database:

1. Start the Administration program.

2. The system prompts you for the location of the database if it cannot find the database. Type the file name and directory path of the database and select **OK**.

Note: To search for the location of the database, select **Browse**, then select **Open**. When the system prompts you to create the file, select **Yes**.

Add Servers to the Database

You use the Hyperion Enterprise Application Server Setup program to set up a server and add it to the database. If the server has already been set up, but is not in the database, you can use the Hyperion Enterprise Application Server Administration program to add the server to the database. For more information, see Set Up a Server on page 326.

➤ To add a server to the database:

1. Start the Hyperion Enterprise Application Server Administration program and select **File > New Server**.

2. Enter a new server ID, and description.

3. Enter a machine name or click Browse to browse to a network machine.

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4. Select **OK**.

Note: The Hyperion Enterprise Application Server Administration program queries the computer for its server settings and updates the database appropriately. If the server machine is temporarily inaccessible, you can manually update the setting for the port number and server ID.

Update a Server Database

You can use the Hyperion Enterprise Application Server Administration program to update the server database after you change the server settings. This process changes the information in the database only. You must use the Hyperion Enterprise Application Server Setup program to change the server settings. For more information, see Update Server Settings on page 327.

➤ To update the server database:

1. Start the Administration program, select the server you want to update, and select **File > Server Settings**.

2. Update the server description ,computer name, or port number, then select **OK**.

Note: The Hyperion Enterprise Application Server Administration program queries the computer for its server settings and updates the database appropriately. If the server machine is temporarily inaccessible, you can manually update the setting for the port number and server ID.

Delete Servers from the Database

You use the Hyperion Enterprise Application Server Administration program to delete one or more servers from the database. This changes the information in the database only. If you want to uninstall the server, you must use the Hyperion Enterprise Application Server Setup program. For more information, see Uninstall a Server on page 328.

➤ To delete a server from the database:

1. Start the Administration program.

2. Select the server that you want to delete and select **File > Delete Server**.

3. Select **OK**.

Server-based Application Setup

For maximum performance, server-enabled Hyperion Enterprise applications should be created on or moved to the application server. If you are using logical mapped drives, it is suggested that the applications reside on physical drives on the application server. For more information on creating applications, see Create Server-based Applications on page 335. For more information on enabling applications for server-based processing, see Enable Existing Applications for Server Processing on page 336.

Note: If you do not create the application on the server, make sure that the user ID and password for the server are valid on the machine where the application is located.

When you select the Server check box during installation, the system updates the HYPENT.INI file and enables server processing. When you open the Hyperion Enterprise Applications window for the first time, the system prompts you for the location of the server database. If you do not want to enable server processing, select Cancel.

Before you use the server features for a Hyperion Enterprise application, you must perform several operations on both the server and client workstations. Both the application server and the client workstations must have TCP/IP installed and be uniquely identifiable using an IP address. If dynamic address resolution is not supported, the IP address should be resolved in the HOSTS file located in the SYSTEM32\DRIVERS\ETC subdirectory below the Windows NT operating system directory or on the Windows 95 directory.

Before you create server-based applications in Hyperion Enterprise, you must verify TCP/IP connectivity between the server and client workstation, from the client workstation. You verify connectivity by executing the ping command using the IP address or the associated name of the application server.

You must select a location for the database of server information. The database path defaults to the server path if not found in the registry. The database path must be a central location that all computers can access. The Hyperion Enterprise system administrator should inform all users of the location of the database because the system prompts users for this location.

Create Server-based Applications

You can create server-based applications in Hyperion Enterprise. For maximum performance benefit, you should create these applications on the application server.

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➤ To create a server-based application:

1. Start Hyperion Enterprise on the application server and select **New Application**.

2. Follow the normal procedure to create an application, however, you must use @APP in the path for all application subdirectories, such as data and reports. For more information on creating applications, see Define Applications on page 37.

3. From the Application window, select the **Server** tab.

Note: The first time that you open the Application window, the system prompts you for the location of the database of servers so that it can produce a list of servers. The system administrator should know the location of the database.
If you do not see the Server tab in the Application window, the server options were not selected when Hyperion Enterprise was installed on this machine.

4. Select **Enable Client-Server Options.**

5. Select the application server ID from the Server ID list.

6. Select **File > Save,** then select **File > Close.**

7. Start Hyperion Enterprise on each client workstation and select **Add Application**.

8. Add the application. For instructions, see Define Applications on page 37.

Enable Existing Applications for Server Processing

You use this procedure to enable the server options for an existing application. The application must have been created using the @APP macro for all application subdirectories. For optimum performance, the application should be on the application server. For more information, see Add Servers to the Database on page 332.

Note: You must run Hyperion Enterprise on the server and add the application if the application was not created on the server or has not been previously added to the server. If the server ID has changed, you must reselect the server from the Server tab in the Application window.

➤ To enable an existing application for server processing:

1. Start Hyperion Enterprise and open the application.

2. From the Application window, select the **Server** tab.

    Note: The first time that you open the Application window, the system prompts you for the location of the database of servers so that it can produce a list of servers. If you do not know the location of the database, contact your system administrator.

3. Select **Enable Client-Server Option**.

4. Select the application server ID from the Server ID list.

5. Select **File > Save**, then select **File > Close**.

Hyperion Enterprise Application Server Program

The Hyperion Enterprise application server supports the following processing tasks:

● Consolidation

● Calculate formulas

● Data Load and Extract

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- Formula Load and Extract, with an option to check methods

- Journal Load and Extract, with an option to load posted journals

- Application Load and Extract

- Security Load and Extract

- System Load and Extract

- Purge Entities

- Post Multiple Journals

- Journal Lock and Unlock

- Compile Logic

When you run a server-based application, you can run any of these tasks on the server rather than on your workstation.

Note: Before you can run any tasks on the server, the Hyperion Enterprise Application Server program must be running on the server. For more information, see Start or Stop Application Servers on page 337.

Start or Stop Application Servers

You must start the Hyperion Enterprise Application Server program (HSVRCTRL.EXE) before you can execute any Hyperion Enterprise tasks on the server. The Hyperion Enterprise Application Server program is designed to be run as a Windows NT service, however, you can also run it as a regular program.

➤ To start or stop the application server, do one of the following:

If you are running the Hyperion Enterprise Application Server as a service, do one of the following:

- To start or stop the Hyperion Enterprise Application Server as a service using the Administration program, start the Hyperion Enterprise Application Server Administration program on the server that you want to start or stop. Select the server in the tree view of the Hyperion Application Server Administration window, and select **Start Server** or **Stop Server.**

- To start or stop the server as a service from the Windows NT Control Panel, double-click on the **Services** icon. Select **Hyperion Server** from the list, then select **Start** or **Stop**.

  Note: If you selected **Auto Start** in the Hyperion Enterprise Application Server Setup program, Windows NT starts the Hyperion Enterprise Application Server program as a service whenever you start the server. You can use the Hyperion Enterprise Application Server Administration program or the Windows NT Control Panel to stop the server.

- To start the Hyperion Enterprise Application Server program on the application server as a regular program instead of a service, start the Hyperion Enterprise Application Server program. To stop the Hyperion Enterprise Application Server program, close the server window.

  Note: When you run the Hyperion Enterprise Application Server as a program instead of a service, a window appears with status and troubleshooting messages. These messages duplicate the status and error messages sent to the client workstation and the troubleshooting messages that the server writes to the server log file.

Consolidate Data Remotely

When you use server-based processing to consolidate data, processing is performed on the application server. You can use the Task menu in the Consolidation window to consolidate data remotely. For more information on consolidating data, see the *Hyperion Enterprise User's Guide*.

During consolidation, a window appears that shows the progress of the consolidation. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while consolidating. The window closes when the server finishes consolidating or an error message appears if there is a problem.

➤ To consolidate data remotely:

1. Start Hyperion Enterprise on the client computer and open the application.

2. From the Consolidation window Task menu, select a consolidation command. The system prompts you to consolidate on the server.

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3. Select **Server** to consolidate on the server, or select **Local** to consolidate locally on the client workstation.

Load Data Remotely

You can use the Database window in Hyperion Enterprise to perform a server-based data load. For more information on loading data, see the *Hyperion Enterprise User's Guide*.

➤ To load data remotely:

1. Start Hyperion Enterprise on the client computer and open the application into which you want to load data.

2. From the Database window, select **Task > Load Data**.

3. Select the data load options.

    ●   If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

    ●   The load file and load error file must be accessible to the server and must not be located on one of the client workstation's local drives.

    ●   During data load, a status window appears that shows the load progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes loading data, or an error message appears if there is a problem.

Extract Data Remotely

You can use the Database window in Hyperion Enterprise to perform a server-based data extract. For more information on extracting data, see the *Hyperion Enterprise User's Guide.*

➤ To extract data remotely:

1. Start Hyperion Enterprise on the client computer and open the application.

2. From the Database window, select the data that you want to extract, then select **Task > Extract Data**.

3. Select the data extract options.

- If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

- The extract file must be accessible to the server and must not be located on one of the client workstation's local drives.

- During data extraction, a status window appears that shows the progress of data extract. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes extracting data or an error message appears if there is a problem.

Load Applications Remotely

You can use the Application window in Hyperion Enterprise to perform a server-based application load. For more information on loading applications, see Load Applications on page 53.

➤ To load applications remotely:

1. Start Hyperion Enterprise on the client computer and select the application to which you want to load.

2. From the Application window, select **Task > Load Applications.**

3. Select the application load options.

   - If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   - The load file must be accessible to the server and must not be located on one of the client workstation's local drives.

   - During application load, a status window appears that shows the load progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes loading, or an error message appears if there is a problem.

Extract Applications Remotely

You can use the Application window in Hyperion Enterprise to perform a server-based application extract. For more information on extracting applications, see Extract Applications on page 55.

➤ To extract applications remotely:

1. Start Hyperion Enterprise on the client computer and open the application that you want to extract.

2. From the Application window, select the application that you want to extract, then select **Task > Extract Applications.**

3. Select the applications extract options.

   ● If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   ● The extract file must be accessible to the server and must not be located on one of the client workstation's local drives.

   ● During application extraction, a status window appears that shows the extract progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes extracting, or an error message appears if there is a problem.

Load Journals Remotely

You can use the Journals window in Hyperion Enterprise to perform a server-based journals load. For more information on loading journals, see the Entering Journals chapter of the *Hyperion Enterprise User's Guide*.

➤ To load journals remotely:

1. Start Hyperion Enterprise on the client computer and open the application into which you want to load journals.

2. From the Journals window, select **Task > Load Journals.**

3. Select the journal load options.

   ● If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   ● The load file must be accessible to the server and must not be located on one of the client workstation's local drives.

- During journal load, a status window appears that shows the load progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes loading journals, or an error message appears if there is a problem.

Extract Journals Remotely

You can use the Journals window in Hyperion Enterprise to perform a server-based journals extract. For more information on extracting journals, see the Entering Journals in the *Hyperion Enterprise User's Guide*.

➤ To extract journals remotely:

1. Start Hyperion Enterprise on the client computer and open the application.

2. From the Journals window, select the journal that you want to extract, then select **Task > Extract Journal, then select All Periods or Single Period for the journals that you want to extract.**

3. Select the journal extract options.

   - If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   - The extract file must be accessible to the server and must not be located on one of the client workstation's local drives.

   - During journal extraction, a status window appears that shows the extract progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes extracting or an error message appears if there is a problem.

Load Formulas Remotely

You can use the Method, Update Rules, or Custom Functions window in Hyperion Enterprise to perform a server-based formula load. For more information on loading formulas, see Load Formulas on page 284.

➤ To load formulas remotely:

1. Start Hyperion Enterprise on the client computer and open the application into which you want to load formulas.

2. From the Method, Update Rules, or Custom Functions window, select **Task > Load Formulas.**

3. Select the formula load options.

   ● If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   ● The load file must be accessible to the server and must not be located on one of the client workstation's local drives.

   ● During formula load, a status window appears that shows the load progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes loading, or an error message appears if there is a problem.

Extract Formulas Remotely

You can use the Method, Update Rules, or Custom Functions window in Hyperion Enterprise to perform a server-based formulas extract. For more information on extracting formulas, see Extract Formulas on page 286.

➤ To extract formulas remotely:

1. Start Hyperion Enterprise on the client computer and open the application.

2. From the Method, Update Rules, or Custom Functions window, select the formula that you want to extract, then select **Task > Extract Formulas.**

3. Select the formula extract options.

   ● If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   ● The extract file must be accessible to the server and must not be located on one of the client workstation's local drives.

- During formula extraction, a status window appears that shows the extract progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes extracting, or an error message appears if there is a problem.

Load Security Remotely

You can use the Security Access or Security Setup window in Hyperion Enterprise to perform a server-based security load. For more information on loading security, see Load Security on page 117.

➤ To load security remotely:

1. Start Hyperion Enterprise on the client computer and open the application into which you want to load security.

2. From the Security Access or Security Setup window, select **Task > Load Security.**

3. Select the security load options.

   - If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   - The load file must be accessible to the server and must not be located on one of the client workstation's local drives.

   - During security load, a status window appears that shows the load progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes loading, or an error message appears if there is a problem.

Extract Security Remotely

You can use the Security Access or Security Setup window in Hyperion Enterprise to perform a server-based security extract. For more information on extracting security, see Extract Security on page 119.

➤ To extract security remotely:

1. Start Hyperion Enterprise on the client computer and open the application.

2. From the Security Access or Security Setup window, select **Task > Extract Security.**

3. Select the security extract options.

   ● If the application is a server-enabled application, Execute on Server is selected. If you do not want to execute on the server, deselect this option.

   ● The extract file must be accessible to the server and must not be located on one of the client workstation's local drives.

   ● During security extraction, a status window appears that shows the extract progress. This window is a separate program, so you can perform other tasks in Hyperion Enterprise or exit Hyperion Enterprise while it is operating. The window closes when the server finishes extracting, or an error message appears if there is a problem.

Troubleshooting Tips

Here are some suggestions if you experience problems when starting the server, connecting to the server, or running the server.

Problems Starting the Hyperion Enterprise Server

If the Hyperion Enterprise Application Server program does not start when you select Start Server in the Hyperion Enterprise Application Server Administration program or from the Control panel, verify that the user name you specified when you set up the server has access rights to log on as a service. If the user password has changed, you also must update the password information. Also check the user name, password, and security rights if the Hyperion Enterprise Application Server Setup program displays an Invalid Account error message when you set up the server.

If the Hyperion Enterprise Application Server program runs as a Windows NT service**,** but not as a regular program, check the program arguments. The icon from which you start the program must pass the -NOSERVICE program argument. For more information on application servers, see .

Problems Connecting to the Hyperion Enterprise Server

If the Server tab does not appear in the Hyperion Enterprise Applications window, the client-server option was not installed on the workstation. To install the client-server option, add the line Use_Server=1 to the [Default] section of the HYPENT.INI file in your Windows directory.

When you execute a task on the Hyperion Enterprise server, a connection failure message might appear. This could indicate any of the following problems:

- The server machine or the server program is not running.

- The IP port has changed but has not been updated in the data file of server information.

- The server ID is no longer in the database, or it has been renamed.

- The version of Hyperion Enterprise is not the same on the client machine as on the server. The client machine receives the message "Server connection timeout".

To identify connection problems, follow these suggestions:

- Verify that the server program is running on the server.

- Run the Server Hyperion Enterprise Application Server Administration program (HADMIN.EXE). Verify that the server ID matches the server ID in the Hyperion Enterprise Application window, then verify that the other server information fields are correct.

- Verify that you can run Hyperion Enterprise from both the server and the client workstation for the particular application.

- Run PING.EXE to verify TCP/IP connectivity between the server and client workstation. For more information, see Server-based Application Setup on page 334.

Problems Running Hyperion Enterprise Server

To identify problems when running the server, check the following error logs:

- The Hyperion Enterprise application error log on both the client and the server, which may be the same or different, depending upon the User path specified on the Application Preference dialog box

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- The server log. The location of the server log is specified in the Hyperion Enterprise Application Server Setup program. If a problem occurs in a particular session, save a copy of the log file to help Hyperion Solutions troubleshoot the problem. You can append or erase the server error log.

- The Event Viewer on the server. The Event Viewer is in the Windows NT Administrative Tools program group or menu. Use the Log > Application menu command to check for HEServer messages.

If you run the server as a Windows NT service and use an application that is not on one of the server's local drives, you might receive an "Error opening application" message when you try to execute a task on the server.

- Check the HYPENT.INI file in the Windows directory on the server and change the application path settings, AppPath and UserPath, to universal naming convention format (\\ComputerName\ShareName\Path).

- Check that the user ID and password specified in Server Setup are valid on the machine where the application is located.

If you have problems running the server as a Windows NT service with a particular Hyperion Enterprise application, try running the server as a regular program from the Hyperion Server icon instead.

Hyperion Enterprise Server

Appendix	
Appendix **A**	# Consolidation Statuses

About Consolidation Statuses

This topic describes the administrative tasks you perform that can impact consolidation status. The consolidation status for different entities and periods appears in the Consolidation window. The changes you make can cause the consolidation status for a entity and period to change to IMPACTED or CALC. If these status changes occur, you must run consolidation to return to a status of OK for all entities and periods. For more information about consolidation status, see the *Hyperion Enterprise User's Guide*.

You might want to lock periods before you make any changes that can affect status. For more information on locking periods, see the *Hyperion Enterprise User's Guide.*

The following table shows the consolidation status indicators and what they mean.

Table 53: Consolidation Status Indicators

Status	Meaning
IMPACTED	The data that rolls up to this entity has changed.
CALC	Formulas in methods have changed. You must reconsolidate to recalculate values for the affected entity.
CHANGED	Data has changed for the base entity.
OK	The entity has already been consolidated, and data has not changed. You do not need to consolidate this period, but you can force consolidation using Consolidate All or Consolidate All with Data.
NO DATA	This entity contains no data for the specified period.

Table 53: Consolidation Status Indicators (Continued)

Status	Meaning
LOCKED	This entity contains data that is locked for the specified period. Entities with this status will not be consolidated.
INACTIVE	This entity is not active for the current period. This status appears only in applications with organizations that vary by category and period.

Changes you make can also invalidate your methods. If the changes you make affect the methods, you must recompile methods. For more information on checking methods, see Check Methods on page 273.

Application Setup Status

The following table shows the different administrative tasks you can perform during application setup and how they affect consolidation status. Any actions in the following table that change consolidation status assume that the entity using the rates and accounts you are editing or deleting contains data. If there is no data for the entity, consolidation status remains unchanged.

Table 54: Application Setup Consolidation Status

Action	Result
Change the locking account	No change in status.
Change the application currency	IMPACTED status for all parents with data.
Change the Income/ Expense/Flow rate account	IMPACTED status for all parents with data.
Change the Income/ Expense/Flow method	IMPACTED status for all parents with data.

Table 54: Application Setup Consolidation Status (Continued)

Action	Result
Change the Asset/ Liability/Balance rate account	IMPACTED status for all parents with data.
Change the Asset/ Liability/Balance method	IMPACTED status for all parents with data.

Entities Status

The following table shows the different administrative tasks you can perform in the Entities module and how they affect consolidation status. Any actions in the following table that change consolidation status assume that the entity you are adding, editing, or deleting contains data. If there is no data for the entity, consolidation status remains unchanged.

Table 55: Entity Consolidation Status

Action	Result	Result for Dynamic Organizations
Move an entity to a new location	IMPACTED status for all parents with data in the original consolidation path and the new consolidation path.	Status is affected for the period and category in which you make the change.
Add an entity	IMPACTED status for all parents with data in the new consolidation path.	Status is affected for the period and category where you add an entity.
Delete an entity	IMPACTED status for all parents with data in the deleted entity's consolidation path.	Status is affected for the period and category where you delete an entity.
Change the entity's ID	No change in status.	No change in status.
Change the entity's description	No change in status.	No change in status.

Table 55: Entity Consolidation Status (Continued)

Action	Result	Result for Dynamic Organizations
Change the entity's currency	IMPACTED status for all entities with data in the consolidation path. OK status for the entity.	Status is affected for all periods and categories with data.
Change the chart method	CALC status for the base entity. IMPACTED status for all parents with data.	CALC status for the base entity. IMPACTED status for all parents with data.
Change the consolidation method	OK status for the base entity. IMPACTED status for all parents with data.	OK status for the base entity. IMPACTED status for all parents with data.
Change translation method	OK status for the base entity. IMPACTED status for all parents with data.	OK status for the base entity. IMPACTED status for all parents with data.
Attach a substructure to an entity, change an entity's substructure, or remove a substructure from an entity	IMPACTED status for all parents with data in the consolidation path.	Status is affected for all periods and categories with data.
Change the scale	CALC status for the base entity. IMPACTED status for all parents with data.	CALC status for the base entity. IMPACTED status for all parents with data.
Change the code	CALC status for the base entity. IMPACTED status for all parents with data.	CALC status for the base entity. IMPACTED status for all parents with data.
Select the Eliminations check box	IMPACTED status for all parents with data in the consolidation path.	IMPACTED status for all parents with data in the consolidation path.
Deselect the Eliminations check box	IMPACTED status for all parents with data in the consolidation path.	IMPACTED status for all parents with data in the consolidation path.
Select or deselect the Intercompany check box	IMPACTED status for all entities with data.	IMPACTED status for all entities with data.

Table 55: Entity Consolidation Status (Continued)

Action	Result	Result for Dynamic Organizations
Select or deselect the Journals check box	No change in status.	No change in status.
Change the Percent Owned	IMPACTED status for all parents with data in the consolidation path.	Status is affected for the period and category in which you make the change.
Change the Percent Control	No change in status.	No change in status.
Change the Percent to consolidate	IMPACTED status for all parents with data in the consolidation path.	Status is affected for the period and category in which you make the change.
Change from Add to Subtract or from Subtract to Add	IMPACTED status for all parents with data in the consolidation path.	Status is affected for all periods and categories with data.
Select or deselect the Hide Dependents check box	No change in status.	No change in status.
Delete a subentity from a substructure	IMPACTED status for all parents with data in the consolidation path of any base entity to which the substructure is attached.	Status is affected for all periods and categories with data.
Change the holding company	Not applicable	Status is affected for all periods and categories with data.
Change the chart method for parent adjustments	CALC status for all base entities with data. IMPACTED status for all parents with data.	Status is affected for all periods and categories with data.
Automatically create an organization structure	Not applicable	No change in status.

Table 55: Entity Consolidation Status (Continued)

Action	Result	Result for Dynamic Organizations
Calculate percent control and propose method	Not applicable	Status is affected for the period and category in which you make the calculation.
Calculate percent owned and percent consolidation	Not applicable	Status is affected for the period and category in which you make the calculation.
Calculate ultimate percent ownership	Not applicable	Status is affected for the period and category in which you make the calculation.

Categories Status

The following table shows the different administrative tasks you can perform in the Categories module and how they affect consolidation status. Any actions in the following table that change consolidation status assume that the entity using the category you are adding, editing, or deleting contains data. If there is no data for the entity, consolidation status remains unchanged.

Table 56: Categories Module Administrative Tasks

Action	Result
Add a category	No change in status.
Rename a category	No change in status.
Delete a category	No change in status.
Change the frequency	No change in status.
Change the scale	CALC status for all base entities with data. IMPACTED status for all parents with data.
Change the prior category	No change in status.

Table 56: Categories Module Administrative Tasks (Continued)

Action	Result
Change the data view	CALC status for all base entities with data. IMPACTED status for all parents with data.
Change the start period	No change in status.
Change the missing data as zero option for journals	IMPACTED status for all parents with data using this category. CALC status for all base entities with data using this category.
Change the missing data as zero option for non-journal entities	IMPACTED status for all parents with data using this category. CALC status for all base entities with data using this category.

Accounts Status

The following table shows the different administrative tasks you can perform in the Accounts module and how they affect consolidation status. Any actions in the following table that change consolidation status assume that the entity using the accounts you are adding, editing, or deleting contains data. If there is no data for the entity, consolidation status remains unchanged.

Table 57: Accounts Module Administrative Tasks

Action	Result
Add accounts	No change in status.
Delete accounts	IMPACTED status for all parents with data. CALC status for all base entities.
Move accounts	IMPACTED status for all parents with data. CALC status for all base entities.
Change account attributes	IMPACTED status for all parents with data. CALC status for all base entities.
Change code	No change in status.
Move subaccounts	No change in status.
Remove subaccount table	IMPACTED status for all parents with data. CALC status for all base entities.

Formulas Status

The following table shows the different administrative tasks you can perform in the Formulas module and how they affect consolidation status. Any actions in the following table that change consolidation status assume that the entity using the method you are adding, editing, or deleting contains data. If there is no data for the entity, consolidation status remains unchanged.

Table 58: Formulas Module Administrative Tasks

Action	Result
Edit a method	No change in status.
Edit a custom function	No change in status.
Edit an update rule	No change in status.
Change method code	No change in status.
Check methods	IMPACTED status for all parents with data. CALC status for all base entities.

Database Status

Any data changes that you make in the Database module result in IMPACTED status for all parents with data, and CALC status for all base entities.

Consolidation Detail Status

The following table shows the different administrative tasks you can perform and how they affect consolidation detail status.

Table 59: Consolidation Detail Administrative Tasks

Action	Result
Any data changes	IMPACTED status for proportion, elimination, and contribution values for the entity as related to all of its parents in all organizations. IMPACTED status for translation values if the currency of the entity is not the same as the currency of its parent.
Change of Percent Ownership, Percent Consolidation, or Consolidation Method	IMPACTED status for proportion, elimination, and contribution values for all entities with data within the branch of the parent. CALC status for parent adjustments with data if the percent ownership or percent consolidation changes for an entity.
Entity Translation Method Changes	IMPACTED status for proportion, elimination, and contribution values for an entity if the translation method of any entity for a given parent changes, and if the currencies of the entity and parent are not the same, and data exists in the base entity.
Entity Currency Changes	IMPACTED status for translation, proportion, elimination, and contribution values. If a change of currency results in the parent currency being the same as the entity of the currency, the existing translation detail is no longer valid and is delete as part of the process to clear invalid consolidation detail. For more information, see the *Hyperion Enterprise User's Guide.*
Chart Method Changes	CALC status for proportion, elimination, and contribution values.

Formula Functions

About Formula Functions

Formula functions are keywords that tell the system to retrieve specific account values or perform specific calculations. For example, the Average function tells the system to average the values of a specified account for the current and previous periods.

Most formula functions are available for chart, translation, and consolidation methods, but some are available only for one type of method. Each of the topics in this appendix describes a formula function, shows the format for using it, and provides at least one example. This appendix also shows the types of methods in which these functions are valid.

For more information on methods, see About Defining Formulas on page 247. For more information on formula scripts, see About Formula Scripts on page 401.

A12 - 12-point Average Function

The 12-point Average function calculates a 12-point average for a balance, asset, or liability account. This function is valid only for category-to-date categories that are linked to prior category-to-date categories. The prior category must have 12 periods, otherwise the system does not perform the calculation. The system uses this formula to calculate the 12-point average:

$$\frac{\text{Sum of Previous 11 Periods + Current Period}}{12}$$

This function is valid in chart methods only. Use this format:

A12(#*Account*)

where *Account* is the source account.

For example, this expression calculates the 12-point average of the Cash account:

```
A12(#CASH)
```

A24 - 24-point Average Function

The 24-point Average function calculates a 24-point average for a balance, asset, or liability account. This function is valid only for category-to-date categories that are linked to prior categories. The system uses this formula to calculate the 24-point average:

$$\frac{\text{Opening Balance} + \lceil (\text{Sum Start Period to Previous Period} \times 2) \rceil + \text{Current Period}}{2 \times \text{Number of Elapsed Periods}}$$

This function is valid in chart methods only. Use this format:

A24(#*Account*)

where *Account* is the source account.

For example, this expression calculates the 24-point average of the Cash account:

```
A24(#CASH)
```

ABS - Absolute Value Function

The Absolute Value function produces the absolute value of an expression. For example, if the result of an expression is -1, the absolute value of the result is 1. You can use the ABS function to record variances as positive figures.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

ABS(*Expression*)

where *Expression* is any valid expression.

For example, this expression calculates the variance between sales for two different periods and records the variance as a positive number:

```
ABS(#SALESTHISPER-#SALESLASTPER)
```

B

AVE - Average Function

The Average function calculates an average of values for the current period and all previous periods. This function is valid in chart methods only. Use this format:

AVE(#*Account*)

where *Account* is the source account.

For example, this expression calculates the average of the current period and all previous periods in the category for the Sales account:

```
AVE(#SALES)
```

BALANCE - Balance Function

The Balance function calculates a value for a plug account using specified criteria accounts. You can use this function to capture the values of accounts that are out of balance in a balance sheet. You can also use it to capture the values of profit-and-loss accounts for hyper-inflationary countries. You can use the BALANCE function before or after currency translations.

This function is valid in chart methods only. Use this format:

BALANCE(#*Account1*,#*Account2*,#*Account3*)

Where...	Is...
Account1	The ID of the first criterion account.
Account2	The ID of the second criterion account.
Account3	The ID of the third criterion account. This account is optional.

Typically, the value of the Total Assets account is a subtotal of the cash input accounts. This expression derives the plug account's value by comparing the Total Assets value with the sum of the Total Liabilities and Total Equity values, and then recalculates the Total Assets value to include the Plug value and balance the balance sheet:

```
BALANCE(#TOTLIAB,#TOTEQUITY,#TOTASSETS)
```

The following table shows the results you get if the initial value of the Total Assets account is 100.

Table 60: BALANCE Example Results

Account	Type	Input Value	Calculated Value
PLUG	Asset		-20
TOTASSETS	Asset		80
TOTLIAB	Liability	30	
TOTEQUITY	Liability	50	

BASE - Base for Balance Accounts Function

The Base function sets a destination account's opening balance for the current category to a source account's ending value for the prior category. If no prior category is specified, the system returns a zero. This function is valid for balance accounts in chart, translation, and consolidation methods. The Base function always returns a zero if specified for a flow account. Use this format:

BASE(#*Account*)

where *Account* is the source account.

You can include the BASE function in a more complex formula. For example, this formula derives the opening balance of the account to which it is assigned by subtracting the opening balance of the Capital account from the current value of the Capital account:

```
#CAPITAL-BASE(#CAPITAL)
```

BASEFLOW - Base for Flow Accounts Function

The Base for Flow Accounts function sets a destination account's opening balance for the current category to a source account's category-to-date ending value for the prior category. If no prior category is specified, the system returns a zero. This function is valid for flow accounts in chart, translation, and consolidation methods. The Base function always returns a zero if specified for a balance account. Use this format:

B

BASEFLOW(#*Account*)

where *Account* is the source account.

For example, this formula retrieves the opening balance of the account to which it is assigned from the Long-term Payables Total account:

BASEFLOW(#LT_PAYABLES.TOT)

CATEGORY - Category Function

The Category function retrieves values from a source account in another category and places them in the corresponding accounting periods for a destination account in the current category. This function is valid in chart, consolidation and translation methods. Use this format:

CATEGORY(*Category*,#*Account*)

Where...	Is....
Category	Any category other than the current category.
Account	The source account.

For example, if the current category is Actual, you can derive account values from the Budget category. This formula calculates values for the Marketing Expense account in the Actual category by retrieving the same account's value from the Budget category and increasing it by 10 percent:

CATEGORY(BUDGET,#MKTEXP)*1.1

CPN - Current Period Number Function

The Current Period Number function retrieves the current period number and stores the number in a balance account. The system numbers periods consecutively, with period 1 as the first period in the category.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

CPN

You can also use CPN as a variable in a formula to determine whether budgets or sales are increasing as expected. Use this format:

#*Account*/**CPN**

where *Account* is the source account.

For example, if the Gross Sales account contains the total of category-to-date sales, you can use this formula to divide this value by the current period number to calculate average sales per period:

```
#GRSALES/CPN
```

Tip: You can use the CPN function with the Periodic Values function to ensure that the current period number is not distorted in a category-to-date view.

CROSSRATE - Cross Rate Function

The Cross Rate function calculates the cross rate for a parent and child relationship, or node, if the currency changes. The system considers the application settings for currencies when you use this function. The system either multiplies or divides the child's rate account by the parent's rate account, depending on the multiply or divide setting for the parent currency and the multiply or divide setting for the child currency. This function is valid in translation methods only. Use this format:

CROSSRATE(#*Rate*)

where *Rate* is a rate account.

For example, this expression calculates the ratio of the child's exchange rate to its parent's exchange rate for the specified rate account:

```
CROSSRATE(#AVERATE)
```

B

The following table shows how the system calculates the result that is placed in the destination account when US is the application currency, DM is the parent currency, and FF is the child currency. The Average Rate account for US has a value of 1, the Average Rate account for DM has a value of 10, and the Average Rate account for FF has a value of 5.

Table 61: Effect of Currency Setting on CROSSRATE Calculation

If the Parent is...	And the Child is...	The System Calculates...	And Stores...
Multiply	Multiply	5/10	.5
Divide	Divide	10/5	2
Multiply	Divide	1/10/5	.02
Divide	Multiply	10/(1/5)	50

CTD - Category to Date Function

The Category to Date function returns a category-to-date value for an account regardless of whether the default data view for the category is periodic or category-to-date. Unlike the Cumulative function, it distinguishes between periodic and category-to-date data and does not accumulate values that are already category-to-date.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

CTD(#*Account*)

where *Account* is the source account.

For example, this expression calculates the category-to-date values for the Net Income account regardless of the category's default data view:

```
CTD(#NETINCOME)
```

CUM - Cumulative Function

The Cumulative function totals a source account's values from the first period of the current category through the current period, and then stores the total in a destination account. You can use the CUM function to calculate category-to-date totals of income or expense items in a category with a periodic data view.

This function is valid in chart methods only. Use this format:

CUM(#*Account*)

where *Account* is the source account.

This expression derives a category-to-date value for the Sales destination account by totaling the periodic values for the Monthly Sales account:

```
CUM(#MONTHLYSALES)
```

The following table shows the results of this statement.

Table 62: CUM Function Results

Account	January	February	March
MONTHLYSALES	10	10	10
SALES	10	20	30

Tip: You can use the Category-to-date function or the Year-to-date function to import category-to-date or year-to-date values into a balance sheet for all categories, regardless of their default data view.

DFB - Difference from Base Function

The Difference from Base function calculates the difference between a balance account's opening balance and its value for each period. If the value for a period is smaller than the opening balance, the result is a negative number. You can use this function to calculate current liability on long-term debts.

This function is valid in chart, translation, and consolidation methods. Use this format:

DFB(#*Account*)

where *Account* is the source account.

B

This expression calculates the difference between the current and opening balances from the Note Payment 2 account:

```
DFB(#NOTEPAY2)
```

The following table shows how the system calculates the value of the Note Payment 1 account by subtracting the Note Payment 2 account's current value from its opening balance. The table assumes a December value of 20 for the Note Payment 2 account.

Table 63: DFB Example Results

Account	January Value	February Value	March Value
NOTEPAY2	20	30	43
NOTEPAY1	0	10	23

DIFF - Difference Function

The Difference function calculates the difference between the current and prior period values of an account. For example, you can track differences between the current and prior period of the cash account. If the current period value is smaller than the prior period value, the result is a negative number. This function is valid in chart, translation, and consolidation methods. Use this format:

DIFF(#*Account*)

where *Account* is the source account.

This expression calculates the difference between the current and prior period of the Sales account:

```
DIFF(#SALES)
```

Suppose that you assign the previous expression to the Difference in Sales account and that the value for the last period in the prior category is 10. The following table shows how the system derives its value from the Sales account's value for a category with a periodic data view.

Table 64: DIFF Example Results, Periodic View

Account	Period 1 Value	Period 2 Value	Period 3 Value
SALES	10	5	15
DIFSALES	0	-5	10

The following table shows the DIFF calculation results for the same accounts for a category with a category-to-date view.

Table 65: DIFF Example Results, Category-to-date View

Account	Period 1 Value	Period 2 Value	Period 3 Value
SALES	10	15	30
DIFSALES	0	5	15

DSUB - Detailed Subtotal Function

The Detailed Subtotal function calculates subtotals by subaccount for a range of accounts. The destination account, which receives the subtotals, must immediately follow the source accounts in the chart of accounts.

All the accounts in the range must have the same subaccounts. This is useful for creating account summaries with subaccount details. For example, you can use the DSUB function to create a summary of the Sales and Cost of Goods Sold accounts with details for product subaccounts.

When you use the DSUB function, the destination account must have the same subaccount type and table as all the source accounts. For example, if the destination account has validated subaccounts and uses the Products subaccount table, the source account must also have validated subaccounts and use the Products subaccount table.

This function is valid in chart methods. You can also use this function when you define dynamic view accounts. Use this format:

B

DSUB(#*Account***)**

where *Account* is the first account in the range of source accounts.

Note: If the specified range includes both dynamic view accounts and non-dynamic view accounts, the system does not include the dynamic view account values in the total. If the range includes dynamic view accounts only, the system includes them in the total.

This expression calculates detailed subtotals starting with the Sales account and ending with the account that precedes the account to which this expression is assigned:

```
DSUB(#SALES)
```

Suppose the Sales account is followed by the Service account and then the Revenues destination account, and that all three accounts have validated subaccounts and use the Products subaccount table. Suppose also that the Product subaccount table includes the Cars subaccount. The expression in the example adds the Cars subaccount values for the Sales and Service accounts and stores the result in the Cars subaccount for the Revenues account. The system also calculates subtotals for all the other matching subaccounts.

Tip: The Subtotal function also totals a specified range of accounts, but it does not store subaccount totals in the destination account.

DSUSA - Detailed Subtotal at 1st Level Function

The Detailed Subtotal at 1st Level function totals a range of first-level subaccounts for a major account. This range begins with the first-level subaccount that you specify. The resulting value of this expression is not added to the value of the major account. You use this function only when second-level subaccounts exist. If no second-level subaccounts exist, you use the SUBSA - Subtotal 1st Level Subaccounts function.

This function is valid in chart methods only. You can also use this function when you define dynamic view accounts. Use this format:

DSUSA(#*Subaccount***)**

where *Subaccount* is the first first-level subaccount in the range of subaccounts you want to total.

For example, suppose you attach this expression to the Receivables Subtotal subaccount:

```
DSUSA(#RECEIV.MOVE)
```

If the subaccounts appear in the following order, the system totals the subaccounts from Receivables Move to the subaccount to which it is attached only.

```
RECEIV800

    RECEIV.OPEN                      300

        RECEIV.OPEN.PARTNER1         100

        RECEIV.OPEN.PARTNER2         200

    RECEIV.MOVE                      500

        RECEIV.MOVE.PARTNER1         250

        RECEIV.MOVE.PARTNER2         250

    RECEIV.INC                       320

        RECEIV.INC.PARTNER1          110

        RECEIV.INC.PARTNER2          210

    RECEIV.SUB                       820

        RECEIV.SUB.PARTNER1          360

        RECEIV.SUB.PARTNER2          460

    RECEIV.TOTAL                     1120

        RECEIV.TOTAL.PARTNER1        460

        RECEIV.TOTAL.PARTNER2        660
```

In the previous example, the total for the Receivables Subtotal subaccount includes the Receivables Move value and the Receivables Increase value. The Receivables Subtotal Partner 1 subaccount includes the Receivables Move Partner 1 value and the Receivables Increase Partner 1 value. The Receivables Subtotal Partner 2 subaccount includes the Receivables Move Partner 2 value and the Receivables Increase Partner 2 value.

DTOSA - Detailed Total of 1st & 2nd Level Subaccounts Function

The Detailed Total of 1st & 2nd Level Subaccounts function totals all first-level subaccounts that precede the destination subaccount for a major account. The resulting value of this expression is not added to the value of the major account. You use this function only when second-level subaccounts exist. If no second-level subaccounts exist, you use the TOTSA - Total 1st Level Subaccounts function. This function is valid in chart methods. You can also use this function when you define dynamic view accounts. Use this format:

DTOSA

For example, if you attach this function to the Receivables Total subaccount, the system totals the subaccounts from Receivables Opening Value to the subaccount to which it is attached.

#RECEIV.TOTAL = DTOSA:

```
RECEIV800

RECEIV.OPEN300

RECEIV.OPEN.PARTNER1100

RECEIV.OPEN.PARTNER2200

    RECEIV.MOVE500

        RECEIV.MOVE.PARTNER1250

        RECEIV.MOVE.PARTNER2250

    RECEIV.TOTAL800

        RECEIV.TOTAL.PARTNER1350

        RECEIV.TOTAL.PARTNER2450
```

In the previous example, the total for the Receivables Total subaccount includes the Receivables Opening value and the Receivables Move value. The Receivables Total Partner 1 subaccount includes the Receivable Opening Value Partner 1 value and the Receivables Move Partner 1 value. The Receivables Total Partner 2 subaccount includes the Receivable Opening Value Partner 2 value and the Receivables Move Partner 2 value.

DTOT - Detailed Total Function

The Detailed Total function totals accounts within an account group by a specific subaccount. This is useful for creating account group summaries with subaccount detail.

This function is valid in chart methods. You can also use this function when you define dynamic view accounts. Use this format:

DTOT

Note: The destination account must follow the accounts being totaled. If the specified range includes both dynamic view accounts and non-dynamic view accounts, the system does not include the dynamic view account values in the total. If the range includes dynamic view accounts only, the system includes them in the total.

For example, if you assign DTOT as the formula for the Net Income account, the system totals the values of all the accounts and subaccounts that precede it in the same group and assigns the value to the Net Income account:

#NET_INCOME=DTOT

Tip: The Total function also totals an account group's values, but it does not store subaccount totals in the destination account.

DUR - During Function

The During function assigns a value to an account over a specified period or range of periods. For all other periods, the system sets the account to zero. You define a range of periods using a starting period number and an ending period number for which the DUR statement applies, followed by an expression. Do not enter an expression to specify a period number. This function is valid in chart, translation, and consolidation methods. Use this format:

DUR(*Start***,***End***,***Expression***)**

Where...	Is...
Start	The first period for which the destination account receives the value.

Where...	Is...
End	The last period for which the account receives the value.
Expression	The expression that produces the value for the destination account.

To retrieve a destination account's values from different source accounts for different periods, use one statement that includes multiple DUR functions and connect the functions with a plus sign (+).

For example, this formula calculates monthly pretax earnings from category-to-date values:

```
DUR(1,1,#PRETAXEARN)+DUR(2,12,DIFF(#PRETAXEARN))
```

In this example, the first period value in the account to which this formula is assigned equals the balance in the Pretax Earnings account. In Periods 2 through 12, the system calculates the destination account value as the difference between the current and prior period's balance for the Pretax Earnings account. This example is based on category-to-date data.

The following table shows possible results from this example.

Table 66: DUR Example

Account	January	February	March	April
PRETAXEARN	10	20	25	35
MOPRETAXEARN	10	10	5	10

DWV - Days Weighted Value Function

The Days Weighted Value function calculates the average days weighted value for an account. For each period, the system multiplies the account value by the number of days in the period and keeps a running total of the result. The system also keeps a running total of the number of days in each period. The DWV function divides the running total weight factor by the running total of the number of days in each period. DWV automates these two calculations:

● Weight Factor = (#Account) * (No. of Days in Period)

● Weighted Average = (Running Total Weight Factor) / (Running Total Days)

DWV is useful for calculating a weighted average of sales when periods are not equal in length, such as months. This function is valid in chart, translation, and consolidation methods. Use this format:

DWV(#*Account1***,#***Account2***)**

Where...	Is...
Account1	The account that contains the unweighted value.
Account2	The account that contains the number of days in the period.

This expression calculates the weighted average of the Sales account using the value in the Days in Period account:

```
DWV(#SALES,#DAYSINPER)
```

ECODE - Entity Code Function

The Entity Code function retrieves the code of the current entity. This function is valid only within an expression that uses the function in chart, translation, and consolidation methods. Use this format:

ECODE

For example, this formula updates the destination account based on the entity code and the value in the Sales account:

```
IF(ECODE IS "A" or ECODE IS "F" , #SALES* .1 , #SALES*.05)
```

For more information on defining codes, see Codes on page 161.

ECODEIC - Intercompany Partner Entity Code Function

The Intercompany Partner Entity Code function retrieves the code of the current entity's intercompany partner. This function is valid only within an expression that uses the function in chart, translation, and consolidation methods. Use this format:

ECODEIC

For example, this formula updates the destination account based on the entity code and the value in the Sales account:

```
        IF(ECODEIC IS "A" or ECODEIC IS "F",#SALES*.1,#SALES*.05)
```

For more information on defining codes, see Codes on page 161.

GET - Get Value Function

The Get Value function retrieves an account value from a specified entity, category, and period, and then places the value in a destination account for the current entity, period, and category. The GET function provides quick access to any entity, category, period, or account in a method. For example, you can retrieve an account value from the Budget category for any entity and period.

This function is valid in chart, translation, and consolidation methods. Use this format:

GET(*Entity***,***Category***,#***Account***,***Period***)**

Where...	Is...
Entity	The entity from which the system retrieves the value. You can type @ENT to specify the current entity.
Category	The category from which the system retrieves the value. You can type @CAT to specify the current category.
Account	The source account. You can type @ACC to specify the current account.
Period	The period from which the system retrieves the value. You can type @PER to specify the current period.

For example, suppose the current entity is Canada, the destination account is Revenues, and the current category is Budget. This expression retrieves the Actual category's period 3 value from the Revenues account and places it in the Budget category's third period of the Revenues account.

```
GET(@ENT,ACTUAL,@ACC,3)
```

GROW - Growth Rate Function

The Growth Rate function calculates a compound growth rate and increases the destination account by this rate. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts.

Use this format:

GROW(*#Account,#Rate***)**

Where...	Is...
Account	The account that contains the value that you want to increase.
Rate	A rate account or rate value.

For example, this formula calculates the growth rate for the Sales account by a compound rate:

```
GROW(#SALES,#COMPOUNDRATE)
```

GTZ - Greater than Zero Function

The Greater than Zero function assigns the value of an expression to an account only if that value is positive. If the value of the expression is zero or a negative number, the system sets the account to zero. This is useful for creating a conditional formula that excludes negative values from a financial statement. You can also use it to assign only positive values of a balance account to a profit account.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

GTZ(*Expression***)**

where *Expression* is any valid expression.

For example, this expression retrieves the value of the Balance account and assigns it to the destination account only if the value is positive:

```
GTZ(#BALACCT)
```

IF - If Function

The If function assigns one of two possible values to the destination account. The system uses a conditional test to check whether a statement is true or false and assigns the value in the corresponding position to the destination account.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

B

IF(*Expression1***,***Expression2***,***Expression3***)**

Where...	Is...
Expression1	The value the system uses as the conditional test.
Expression2	The value the system assigns to the account if the test expression is true.
Expression3	The value the system assigns to the account if the test expression is false.

Note: If the expression results in a zero and the destination account does not contain data, the system does not assign a value to the destination account.

For example, in the expression below, if the code of the current entity is USDIV or EURODIV, the system multiplies the value of the Sales account by 10 percent and assigns the result to the destination account. If the code of the current entity is not USDIV or EURODIV, the system assigns multiplies the value of the Sales account by 0.5 percent and assigns the result to the destination account.

```
IF(ECODE="USDIV" or ECODE="EURODIV",#SALES*.1,#SALES*.05)
```

You can use the keywords AND and OR with the IF function. For example, you can specify the following:

```
IF (ECODE="A" OR ECODE="B" OR ECODE="C", 1,0)
```

The system does not allow parentheses within the IF statement. For example, you cannot specify the following:

```
IF (ECODE="A" OR (ECODE="B" AND MCODE="D") ) ... .
```

IFT - If Then Function

The If Then function assigns one of three possible values to the destination account. Through a conditional test, the system checks for a negative, zero, or positive value and assigns the value in the corresponding position to the destination account.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

IFT(*Expression1***,***Expression2***,***Expression3***,***Expression4***)**

Where...	Is...
Expression1	The value the system uses as the conditional test.
Expression2	The value the system assigns to the account if the test expression is negative.
Expression3	The value the system assigns to the account if the test expression is zero.
Expression4	The value the system assigns to the account if the test expression is positive.

This expression calculates the value of the Bonus destination account based on after-tax profit:

```
IFT((#AFTERTAX),0,0,(#AFTERTAX*.1))
```

In this example, the Bonus account's value is zero if the After Tax account has a zero or negative value. The Bonus account's value equals 10 percent of the After Tax account's value if the After Tax account's value is positive.

INC - Increment Function

The Increment function increments a specified account by the value of the expression. This is useful for calculating installment payments. If you type a negative number, the value is decreased.

Use this format:

INC(*#Account***,***Expression***)**

Where...	Is...
Account	The account that contains the value that you want to add or subtract.
Expression	Any valid expression.

For example, this formula increments the Revenues account by the value in the Sales account and adds 100.

```
INC(#REVENUES,#SALES+100)
```

B

INP - Input Function

The Input function inputs account values for a parent company directly instead of rolling up the values from its dependents. This function is valid in chart methods only. You typically use the INP function in a special chart method assigned to a parent entity, although you can use it in any chart method. Use this format:

INP

For example, if you assign INP as the formula for the Cash account, the system accepts input for the Cash account. Suppose Europe is a parent entity, and you include this formula in a chart method that you assign to Europe. You can then enter input for the Cash account when the current entity is Europe.

```
#CASH=INP
```

If you assign INP as the formula for an account that has subaccounts, the system treats its subaccounts as input accounts by default but prevents you from entering data to the major account. If you assign a formula to one of the subaccounts that has a major account with the formula INP, the formula overrides the INP formula for the subaccount.

LEVEL - Intercompany Level Function

The Intercompany Level function retrieves and eliminates the values of the intercompany entities that should be eliminated from the current level of the organization. This function is valid in consolidation methods only. Use this format:

LEVEL(#*Account*)

where *Account* is the source account.

This expression retrieves and eliminates the values from the Long-term Receivables account:

```
LEVEL(#LT_REC)
```

For the structure shown in the following figure, this expression eliminates the values in the Long-term Receivables accounts for France, Germany, and Italy:

```
LEVEL(#LT_REC) * -1
```

	#LT_REC
	#LT_REC.FRANCE
	#LT_REC.GERMANY
	#LT_REC.ITALY

Figure 66: Intercompany Eliminations with LEVEL

LOC - Local Currency Value Function

The Local Currency Value function sets the local currency value of the destination account to another local currency without translation. The LOC function is useful for projecting the impact of a predicted exchange rate on an account.

This function is valid in translation methods only. Use this format:

LOC(*Expression***)**

where *Expression* is any valid expression.

Note: LOC must appear immediately after the equal sign and before any other functions or expressions.

This expression multiplies local or untranslated values in the Income account by the values in the Forecast Exchange Rate account to see the impact of that rate:

```
LOC(#INC * #FCSTRATE)
```

You can also use the LOC function to obtain results that are not translated. For example, this formula uses the LOC function with the function to return different values for the destination account depending on whether the value in the Value of Cash account is positive, zero, or negative:

```
LOC(IFT(#VALCASH,#VALCASH,#CASH*EOPRATE,#VALCASH))
```

B

LTZ - Less than Zero Function

The Less than Zero function assigns the result of an expression to a destination account only if the result is negative. If the result of the expression is zero or a positive number, the system places a value of zero in the destination account. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

LTZ(*Expression***)**

where *Expression* is any valid expression.

This expression assigns the value of the Balance account to the destination account if the Balance account value is negative:

```
LTZ(#BALANCE)
```

MAX - Maximum Function

The Maximum function compares two expressions and assigns the greater value to the destination account. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts.

Use this format:

MAX(*Expression1***,***Expression2***)**

Where...	Is...
Expression1	The first expression you want to compare.
Expression2	The second expression you want to compare.

For example, suppose a sales representative is entitled to a 10 percent commission, with a $1,000 minimum. This expression checks the Sales account, calculates a 10 percent commission, and assigns the commission or $1,000, whichever is higher, to the destination account:

```
MAX(#SALES*.1,1000)
```

Note: If the formula references one dynamic view account, all other referenced accounts in the formula must also be dynamic view accounts.

MCODE - Consolidation Method Function

The Consolidation Method function retrieves the code of the consolidation method of the current entity in the current period. This function is valid only within an expression that uses the function in consolidation methods. Use this format:

MCODE

For example, this expression assigns a value of 1 if the consolidation method code of the current entity is V or H, or a value of zero if it is not:

```
IF(MCODE IS "V" OR MCODE IS "H",1,0)
```

MCODEIC - Intercompany Partner Consolidation Method Function

The Intercompany Partner Consolidation Method function retrieves the code of the consolidation method of the current entity's intercompany partner in the current period. This function is valid only within an expression that uses the function in consolidation methods. Use this format:

MCODEIC

For example, this expression assigns a value of 1 if the consolidation method code of the current intercompany entity is V or H, or a value of zero if it is not:

```
IF(MCODEIC IS "V" OR MCODEIC IS "H",1,0)
```

MIN - Minimum Function

The Minimum function assigns the smaller of two values to an account. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

MIN(*Expression1***,***Expression2***)**

Where...	Is...
Expression1	The first expression you want to compare.
Expression2	The second expression you want to compare.

B

For example, suppose a sales representative gets a 10 percent commission that should not exceed $1,000. This expression checks the Sales account, calculates a 10 percent commission, then assigns the commission or $1,000, whichever is lower, to the destination account:

```
MIN(#SALES*.1,1000)
```

Note: If the formula references one dynamic view account, all other referenced accounts in the formula must also be dynamic view accounts.

NEXT - Next Period Function

The Next Period function retrieves an account value one period beyond the current period for the current category. Generally, you use the NEXT function to retrieve forecast and budget data instead of actual data. This function is valid in chart, translation, and consolidation methods. Use this format:

NEXT(#*Account*)

where *Account* is the source account.

For example, if the current category has a quarterly frequency and the current period is the third quarter, this expression retrieves the fourth-quarter value from Account A:

```
NEXT(#ACCOUNTA)
```

Tip: You can use the Previous function to retrieve an account value one period before the current period regardless of whether it is in the current category or a prior category.

NMP - Number of Periods Function

The Number of Periods function retrieves the number of periods in the current category. You can use it in equations for forecasting. For example, you could estimate a monthly budget by finding the number of periods in the current category and dividing the number into the total budget. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

NMP

For example, if you assign NMP as the formula for the Accounting Periods balance account, the system assigns the number of periods for the current category to the account. If you use NMP in a formula that does not perform a calculation, the destination account should be a balance account. Otherwise, the value might be distorted with a category-to-date data view.

You can also use the NMP function in a more complex formula. For example, if the current category has a monthly frequency, this expression derives a monthly sales average:

```
CTD(#SALES)/NMP
```

NOC - No Consolidation of an Account Function

The No Consolidation of an Account function prevents the account to which it is attached from consolidating. This function is valid in consolidation methods only. Use this format:

NOC

This function is often used with ratio accounts. For example, if you assign NOC as the formula for the Current Ratio account, the system does not consolidate the values in that account.

NOINP - No Input Function

The No Input function prevents input in the destination account in the Database and Data Entry modules. You can change the value in this account by entering journals, consolidating, or running rollovers. This function is valid in chart methods only. Use this format:

NOINP

For example, if you assign NOINP as the formula for the Cash account, the system does not accept input for the Cash account.

B

NOSIGN - Disable Attribute Sensitivity Function

The Disable Attribute Sensitivity function prevents the system from considering positive or negative signs based on the attribute defined for the account, such as income, during the execution of update rules. When you assign this expression to an account, the system always calculates the value of this account ignoring signs, and you cannot reverse the sign of the value. This method is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

NOSIGN(*Expression***)**

where *Expression* is any valid expression.

For example, this expression indicates that the system should subtract the value in the Cost of Sales account from the value of the Sales account and ignore that one account has an income attribute and the other an expense attribute:

```
NOSIGN(#SALES-#COST_OF_SALES)
```

Suppose the values of the Sales and Cost of Sales accounts are 100. If you use the formula above, the value of the destination account is 0. For information on forcing the system to consider each account's attribute, see SIGN - Enable Attribute Sensitivity Function on page 393.

OPE - Opening Balance Function

When assigned to a flow account, the Opening Balance function retrieves the previous period's value. The source account must be a flow account. When assigned to a balance account, OPE retrieves the category's opening balance, which is the prior category's closing balance. The source account must be a balance account. This function is valid in chart, translation, and consolidation methods. Use this format:

OPE(#*Account***)**

where *Account* is the source account.

For example, this expression assigns the prior category's closing balance of the Ending Balance Retained Earnings balance account to the destination account:

```
OPE(#EBRETEARN)
```

OPEN - Opening Value Function

The Opening Value function retrieves the opening value or text string for percent ownership, percent consolidation, method, or entity code. This function is valid in consolidation methods only. Use this format:

OPEN(*Function***)**

where *Function* must be one of these formula functions:

ECODEECODEIC

MCODEMCODEIC

PCONSPCONSIC

POWNPOWNIC

For example, this expression retrieves the entity code of the current entity:

```
OPEN(ECODE)
```

OPENELIM - Opening Balance (Elimination) Function

The Opening Balance (Elimination) function retrieves the opening value of an account from the elimination detail of the current dependent. If the application consolidation is periodic, the system retrieves the prior period value. If the application consolidation is category-to-date, the system retrieves the prior category value. This function is valid in consolidation methods only. Use this format:

OPENELIM(#*Account***)**

where *Account* is the source account.

For example, this expression retrieves the opening value for the long-term receivables account to which it is attached from the current dependent's elimination detail:

```
OPENELIM(#LT_REC)
```

B

OPENPROP - Opening Balance (Proportion) Function

The Opening Balance (Proportion) function retrieves the opening value of an account from the proportion detail of the current dependent. If the application consolidation is periodic, the system retrieves the prior period value. If the application consolidation is category-to-date, the system retrieves the prior category value. This function is valid in consolidation methods only. Use this format:

OPENPROP(#*Account*)

where *Account* is the source account.

For example, this expression retrieves the opening value for the long-term receivables account to which it is attached from the current dependent's proportion detail:

```
OPENPROP(#LT_REC)
```

OPENTRAN - Opening Balance (Translation) Function

The Opening Balance (Translation) function retrieves the opening value of an account from the translation detail of the current dependent. If the application consolidation is periodic, the system retrieves the prior period value. If the application consolidation is category-to-date, the system retrieves the prior category value. This function is valid in translation methods only. To use this function, you must select the Translation Detail option when setting up the application. Use this format:

OPENTRAN(#*Account*)

where *Account* is the source account.

For example, this expression retrieves the opening value for the account to which it is attached from the current dependent's translation detail:

```
OPENTRAN(#LT_REC)
```

PCH - Percentage Change Function

The Percentage Change function calculates the percentage change from the prior period to the current period of one account and assigns the resulting value to a destination account. The PCH function is useful for developing historical financial data, such as a percentage sales increase or decrease over five years.

This function is valid in chart methods only. Use this format:

PCH(#*Account*)

where *Account* is the source account.

Note: The system does not retrieve data from prior categories for flow accounts. If the source account is a flow account, the PCH function returns no data for the first period in the current category.

This statement retrieves the percentage change between the current and prior periods for the Balance account:

```
PCH(#BALANCE)
```

PCONS - Percent Consolidate Function

The Percent Consolidate function retrieves the percent consolidation of the current dependent for parent adjustments only. This function is valid in chart and consolidation methods only. To use this function, you must select the Ownership by Period and Category when setting up the application. Use this format:

PCONS

For example, this formula calculates the group ownership percentage for the current entity:

```
POWN/PCONS
```

PCONSIC - Intercompany Partner Percent Consolidate Function

The Intercompany Partner Percent Consolidate function retrieves the percent consolidation of the current intercompany partner. This function is valid in consolidation methods only. Use this format:

B

PCONSIC

For example, this formula calculates the group ownership percentage for the current intercompany partner:

POWNIC/PCONSIC

PER - Period Function

The Period function retrieves an account value from a specified period. If the source account is a balance account and you specify a period before the first period, by using a minus (-) sign before the first period, the system retrieves the data from the prior category. You can use the PER function for budgeting and forecasting.

This function is valid in chart, translation, and consolidation methods. Use this format:

PER(#*Account*,*Expression*)

Where...	Is...
Account	The source account.
Expression	The number of periods after the current period, or a minus sign (-) and a number of periods before the current period.

For example, this expression assigns the Sales account value from three periods before the current period to the destination account:

PER(#SALES,-3)

Tip: You can use the Period function to specify a period in a prior category.

POWN - Percent Ownership Function

The Percent Ownership function retrieves the percent ownership of the current dependent. This function is valid in consolidation methods only. To use this function, you must select the Ownership by Period and Category option when setting up the application. Use this format:

POWN

For example, this formula calculates the group ownership percentage for the current entity:

POWN/PCONS

POWNIC - Intercompany Partner Percent Ownership Function

The Intercompany Partner Percent Ownership function retrieves the percent ownership of the current intercompany partner. This function is valid in consolidation methods only. Use this format:

POWNIC

For example, this formula calculates the group ownership percentage for the current intercompany partner:

POWNIC/PCONSIC

PRD - Periodic Values Function

The Periodic Values function retrieves periodic values from a source account regardless of the current data view. This function is valid in chart, translation, and consolidation methods. Use this format:

PRD(#*Account*)

where *Account* is the source account.

For example, this formula retrieves the periodic value of the Sales account and divides it by the periodic value of the Gross Margin account:

PRD(#SALES)/PRD(#GROSSMARG)

PRE - Previous Function

The Previous function retrieves an account value from the prior period. You can use PRE with balance or flow accounts to assign the category-end account value from a prior category to the first period balance in the current-category expense account.

This function is valid in chart, translation, and consolidation methods. Use this format:

PRE(#*Account*)

where *Account* is the source account.

For example, this expression retrieves the previous period value from the Balance account:

```
PRE(#BALANCE)
```

PVA - Periodic Value Function

The Periodic Value function overrides the application defaults for currency conversions during translation. The PVA function calculates the difference between the local values of the current and previous periods and uses the current period's exchange rate to translate the difference. It then adds the resulting value to the previous period's translated value.

Balance accounts generally use the VAL, or period-end, translation method. Flow accounts generally use the PVA or periodic method. With the Periodic Value function, you can use the PVA method with a balance account. This is useful for translating activity amounts for fixed assets, such as new equipment or improvements to leaseholds.

This function is valid in translation methods only. Use this format:

PVA(#*Account*,#*Rate*)

Where...	Is...
Account	The source account.
Rate	The account containing the exchange rate you want to use.

Note: The destination account and the source account can be the same.

For example, this expression uses periodic values from the Fixed account and the Rate 1 exchange rate account to translate the destination account:

```
PVA(#FIXED,#RATE1)
```

For more information on setting up default exchange rates for currency translation, see Set Up Currency Translation Defaults on page 45.

RET - Retrieve Account Value Function

The Retrieve Account Value function retrieves a value from a specified entity. This function is similar to the GET function. This function is valid in chart, translation, and consolidation methods. Use this format:

RET(*Entity***)**

Where *Entity* is the entity from which the system retrieves the value. You can type @ENT to specify the current entity.

For example, suppose the current entity is Canada, its parent is North America, and the destination account is Revenues. This expression retrieves the value from the Revenues account for North America and places it in the Revenues account for Canada:

```
RET(@N_AMERICA)
```

RND - Round Function

The Round function retrieves a value from one account, rounds it to the nearest multiple of a specified constant, and assigns the result to another account. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

RND(#*Account***,***Constant***)**

Where...	Is...
Account	The source account.
Constant	The rounding factor, which must be a power of 10 (for example, 10, 100, 1000, .1, .01, .001).

This expression retrieves the Sales account value, rounds it to the nearest hundred, then assigns the rounded value to the destination account, Estimated Sales:

```
RND(#SALES,100)
```

The following table shows possible results from this statement.

Table 67: RND Example Results

Account	January	February	March	April	May
SALES	100	120	150	-25	-75
ESTSALES	100	100	200	0	-100

SCA - Scale Function

The Scale function retrieves the scale value for the current entity and/or category. The category scaling overrides the entity scaling. This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

SCA

For example, if the entity scaling is set to Units (0), 1 will display in the account using this function. If the entity scaling is set to Hundreds (2), 100 will display.

For more information on scaling categories, see Scale on page 142. For more information on scaling entities, see Scale Attribute on page 191.

SIGN - Enable Attribute Sensitivity Function

The Enable Attribute Sensitivity function forces the system to consider the implied positive or negative sign of the account, such as positive for an Income account, during the execution of update rules. This function is valid for chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

SIGN(*Expression*)

where *Expression* is any valid expression.

For example, this expression indicates that the system should subtract the value in the Cost of Sales account from the value in the Sales account and consider that the Sales account has a positive attribute, and the Cost of Sales has a negative attribute:

```
SIGN(#SALES-#COST_OF_SALES)
```

Suppose the values of the Sales and Cost of Sales accounts are 100. If you use the formula above, the value of the destination account is 200. For information on preventing the system from considering positive and negative account attributes, see NOSIGN - Disable Attribute Sensitivity Function on page 385.

SUBTOTAL - SubtotalFunction

The Subtotal function calculates a subtotal for a range of accounts and stores the subtotal in a destination account. As it calculates, this function considers the account type, such as Income or Expense. This function does not include accounts that fall within the specified range if their values were calculated using the SUBTOTAL, DSUB, SUBSA, or TOTAL functions.

This function is valid in chart methods. You can also use this function when you define dynamic view accounts. Use this format:

SUBTOTAL(#*Account*)

where *Account* is the first account included in the subtotal.

Note: If the specified range includes both dynamic view accounts and non-dynamic view accounts, the system does not include the dynamic view account values in the total. If the range includes dynamic view accounts only, the system includes them in the total.

For example, this expression calculates a subtotal for a range of accounts beginning with the Sales account:

```
SUBTOTAL(#SALES)
```

Generally, you use the SUBTOTAL function to retrieve a range of major account totals. If the destination account has subaccounts, you must use the Detailed Subtotal function to retrieve subtotals for the subaccounts. For more information, see DSUB - Detailed Subtotal Function on page 368.

SUBSA - Subtotal 1st Level Subaccounts Function

The Subtotal 1st Level Subaccounts function totals a range of first-level subaccounts for a major account. This range begins with the subaccount that you specify. The resulting value of this expression is not added to the value of the

major account. You use this function only when second-level subaccounts do not exist. If second-level subaccounts exist, you use the DSUB function. For more information, see DSUB - Detailed Subtotal Function on page 368.

This function is valid in chart methods only. You can also use this function when you define dynamic view accounts. Use this format:

SUBSA(#*Subaccount***)**

where *Subaccount* is the first first-level subaccount in the range of subaccounts you want to total.

For example, suppose you attach this expression to the Investment Subtotal subaccount:

```
SUBSA(#INVEST.INCR)
```

If the subaccounts appear in the following order, the system totals only the subaccounts from Investment Increase subaccount to the subaccount to which it is attached.

```
INVEST                    800
      INVEST.OPEN         100
      INVEST.INCR         500
      INVEST.MOVE         400
      INVEST.SUB          900
      INVEST.TOTAL        800
```

SUM - Sum Function

The Sum function totals a range of accounts. As it calculates, this function does not consider the account type for Balance and Flow accounts. For Income, Expense, Liability, and Asset, the account type is considered as the function calculates. This function is valid in chart methods. You can also use this function when you define dynamic view accounts. Use this format:

SUM(#*First*,#*Last*)

Where...	Is...
First	The first account in the range of accounts to be totaled.
Last	The last account in the range of accounts to be totaled.

Note: If the specified range includes both dynamic view accounts and non-dynamic view accounts, the system does not include the dynamic view account values in the total. If the range includes dynamic view accounts only, the system includes them in the total.

For example, this expression totals all accounts starting with Sales and ending with Rentals:

```
SUM(#SALES,#RENTALS)
```

You can use the SUM function to retrieve values from accounts in different account groups, as long as they are consecutive within the chart of accounts. For example, a range that begins with the Cash account in Group 1 and ends with the Assets account in Group 3 includes:

- Cash and all accounts that follow it in Group 1

- All accounts in Group 2

- Assets and all accounts that precede it in Group 3.

TOTAL - Total Function

The Total function totals all accounts that precede the destination account in an account group. This is useful for creating account group summaries. As it calculates, this function considers the account type, such as Income or Expense. This function does not include accounts that fall within the specified range if their values were calculated using the SUB, DSUB, or TOTAL functions.

This function is valid in chart methods. You can also use this function when you define dynamic view accounts. Use this format:

TOTAL

Note: If the specified range includes both dynamic view accounts and non-dynamic view accounts, the system does not include the dynamic view account values in the total. If the range includes dynamic view accounts only, the system includes them in the total.

B

For example, if you assign TOTAL as the formula for the Net Income account, the Net Income account shows the total value of all the accounts that precede it in the same group.

Tip: The Detailed Total function, which also totals an account group's values, stores subaccount totals in the destination account. The Total function stores only major account totals. For more information, see DTOT - Detailed Total Function on page 372.

TOTSA - Total 1st Level Subaccounts Function

The Total 1st Level Subaccounts function totals all first-level subaccounts that precede the destination account. The resulting value of this expression is not added to the value of the major account. You use this function only when second-level subaccounts do not exist. If second-level subaccounts exist, you use the Detailed Total of 1st and 2nd Level Subaccounts function. For more information, see DTOSA - Detailed Total of 1st & 2nd Level Subaccounts Function on page 371. This function is valid in chart methods only. You can also use this function when you define dynamic view accounts. Use this format:

TOTSA

For example, if you attach this expression to the Investment Total subaccount, the system totals the subaccounts from Investment Opening Value subaccount to the subaccount to which it is attached:

```
INVEST                    800

    INVEST.OPEN           100

    INVEST.INCR           500

    INVEST.MOVE           400

    INVEST.DECR          -200

    INVEST.TOTAL          800
```

TRANSP - Transpose Function

The Transpose function consolidates values from an entity into intercompany subaccounts at the parent level. This function is valid in consolidation methods only. Use this format:

TRANSP(#*Account*)

where *Account* is the source account.

For example, if assigned to the Golf Sales account, this expression consolidates values from the Golf Sales accounts of each base entity to subaccounts of the parent entity:

```
TRANSP(#TOTSALES)
```

The following table shows the values in the Golf Sales accounts for each entity in this example.

Table 68: Golf Sales Account Values

Entity	Golf Sales Value
USDIV (parent entity)	1900
USWEST (base entity)	500
USEAST (base entity)	600
USNORTH (base entity)	800

The following table shows the values for the subaccounts of the Golf Sales major account for the USDIV parent entity in this example.

Table 69: Golf Sales Subaccount Values for USDIV

Account	Value
#GOLFSALES.USWEST	500
#GOLFSALES.USEAST	600
#GOLFSALES.USNORTH	800

VAL - Value at Exchange Rate Function

The Value at Exchange Rate function overrides the application defaults for currency conversions during translation. Flow accounts generally use the or periodic translation method instead of the VAL or category-to-date method. However, some companies prefer to use the category-to-date method for translating profit-and-loss activity accounts. With the Value at Exchange Rate function, you can use the category-to-date method to translate a flow account.

This function is valid in translation methods only. Use this format:

VAL(#*Account*,#*Rate*)

Where...	Is...
Account	The account containing the values you want to translate.
Rate	The account containing the exchange rate you want to use.

For example, this expression uses category-to-date values from the Sales account and the Special Rate exchange rate account to translate the destination account:

```
VAL(#SALES,#SPECRATE)
```

YTD - Year to Date Function

The Year to Date function returns year-to-date values for an account regardless of the data view for the category.

This function is valid in chart, translation, and consolidation methods. You can also use this function when you define dynamic view accounts. Use this format:

YTD(#*Account*)

where *Account* is the source account.

For example, this expression stores year-to-date values for the Net Income account in the destination account:

```
YTD(#NETINCOME)
```

Appendix

C

Formula Scripts

About Formula Scripts

In Hyperion Enterprise, you can view and edit methods using these editors:

- The Method window, which provides table-based editing

- The Formula Script Editor, which provides text-based editing

Hyperion Enterprise stores methods in internal tables instead of files so you can use these editors interchangeably to view or edit methods.

This appendix describes how to use the Formula Script Editor to edit methods, custom functions, and update rules. This appendix also includes conventions for editing formulas using the Formula Script Editor and samples of method, custom function, and update rules scripts.

Note: This appendix is designed to supplement the information in Defining Formulas. To understand how to define methods, custom functions, and update rules, you must first read the Defining Formulas chapter.

Conventions for Formula Scripts

The conventions in this section supplement the conventions in Defining Formulas. In the Formula Script Editor, you must follow these specifications:

- Specify the destination account for a formula

- Specify formulas in category sections when you are editing methods

- Indicate when a formula continues on the next line

- Preface comment text with a symbol

For more information on formula conventions, see Conventions on page 248.

Destination Accounts

When you use the script editor, you must specify a destination account and an equal sign (=) for any formula you define manually. The destination account is the account that contains the value of the formula specified after the equal sign. For example, in this line of a method, Account A is the destination account:

```
#ACCOUNTA=#ACCOUNTB+#ACCOUNTC
```

Tip: You can use the Edit > Paste Account menu option to insert a destination account.

Script Sections

When you view a method in the script editor, it can be divided into sections. A method can include a section of general formulas, which apply to all categories, followed by other sections that apply only to specific categories. The formulas that apply to a specific category override any general formulas that conflict with them.

If a method includes a section of formulas that apply to all categories, those formulas must appear at the beginning of the method and have this heading:

[CATEGORY=ALL]

After the general formulas, you can add sections for specific categories. Each category-specific section must begin with a heading that identifies the category. Use this format:

[CATEGORY=*Category*]

where *Category* is the ID of the category to which the section applies.

Tip: In a section heading, you can abbreviate CATEGORY as CAT.

For example, a section of formulas that applies only to the Last Year category has this heading:

```
[CATEGORY=LASTYR]
```

A method can include only one section for each category. For example, if you want to create formulas for the Budget category, you must include all the formulas in the same section called [CATEGORY=BUDGET].

If a section of formulas applies to more than one category, you can use one section heading for those categories. For example, if the section's formulas apply to the Budget and Actual categories, you can use this section heading:

```
[CATEGORY=BUDGET,ACTUAL]
```

Line Continuation

If a formula does not fit on one line as displayed in the Formula Script Editor, you can end the first line with an ampersand (&) to indicate that the statement continues on the next line. For example, the ampersands at the end of the first and second lines in this formula tell the system to regard all three lines as one formula:

```
#DEST.MINEXP = MIN(#SOURCE.&
MIN-100+#DEST.MIN,#SOURCE.MIN *2&
+#DEST.MIN*2)
```

If you omit the ampersands from the above example, the system reads each line as a separate formula. When you check the method, the system would display an error message, because the first line contains an open parenthesis but not a close parenthesis.

C

Comments

Comments provide information for system administrators and users about the scripts you create. Each comment must begin with an exclamation point (!). This symbol tells the system to ignore the text after the exclamation point when checking and applying the script.

You can add one comment per formula in the Formula Script Editor. A comment must appear on the same line as the formula to which it refers, and it cannot continue on the next line. Here is an example of a formula followed by a comment that explains it:

```
#ACCOUNTA=OPE(#ACCOUNTB)*3 !Equals ACCOUNTB opening balance
times 3.
```

Edit Formulas in the Script Editor

You can view or edit formulas in the Formula Script Editor. When you view a method in the script editor, the only accounts that appear in the script are the accounts that are destination accounts for formulas.

Note: Hyperion Enterprise stores destination accounts that are referenced in a method in a chart-of-accounts order; therefore, the formulas might appear in a different order when you view a method in the script editor from one work session to the next.

➤ To edit formulas in the script editor:

1. From the Method window, select **View > Text**.

2. Edit the method.

> **Tip:** You can use Edit > Paste Account, Edit >Paste Entity, and Edit > Paste Category menu commands to select account, entity, and category IDs and paste them into the formula you are defining to ensure that the IDs are correct.

3. Select **File > Save**.

4. Select **Task > Check Method** to check the formulas you added.

Find Text in the Script Editor

You use the script editor to locate text you specify for the functions, values, or accounts in your chart, translation, or consolidation methods. This might be faster than using the arrow buttons to scroll through the list of accounts and formulas in your scripts.

➤ To find text in the script editor:

1. Select **Edit > Find Text**.

2. Type in the text you want to find in the Find edit box.

3. Select >> to go to the next occurrence of the text or select << to move to a prior occurrence of the text.

Import Formulas

You can import formulas that you create in ASCII text files. When you import methods, custom functions, or update rules, they must use the syntax shown in the Formula Script Samples topic. For more information, see Formula Script Samples on page 415.

➤ To import formulas:

1. From the Formula Script Editor, select **Edit > Import Formulas**.

2. Specify the file name, drive, and directory that contains the methods, custom functions, or update rules that you want to import, then select **OK**.

Export Formulas

You can export formulas that you create to ASCII text files. When you export methods, custom functions, or update rules, the system uses the syntax shown in the Formula Script Samples topic. For more information, see .

➤ To export formulas:

1. From the Formula Script Editor, select **Edit > Export Formulas**.

2. Specify the file name, drive, and directory where you want to extract the methods, custom functions, or update rules, then select **OK**.

Category Options for Method Scripts

When you define category settings, you can use the following category options. For more information on defining category settings, see .

Table 70: Category Options

Option ID and Description	Option Definition	Valid Methods
CONSOL - Consolidate Option	Forces all accounts for a category or all categories to consolidate for the entities to which the consolidation method is assigned.	Consolidation
ELIM - Eliminate Option	Enables default intercompany eliminations within specific categories.	Consolidation
NOCONSOL - No Consolidation Option	Prevents a category from consolidating.	Consolidation

Table 70: Category Options (Continued)

Option ID and Description	Option Definition	Valid Methods
NOELIM - No Eliminations Option	Disables the default intercompany eliminations within specific categories.	Consolidation
NOROUND - Do Not Round Option	Prevents the system from rounding account values after currency translation.	Chart, Translation, Consolidation
NOTRANS - No Translation Option	Prevents a category from translating.	Translation
ROUND - Round Translation Option	Rounds translation accounts for a category.	Chart, Translation, Consolidation
USE - Use Method	Includes all expressions defined in another method within the current method.	Chart, Translation, Consolidation

CONSOL - Consolidate Option Function

You use the Consolidate option in a section heading to force all accounts for a category or for all categories to consolidate. This option forces consolidation only for the entities to which the consolidation method is assigned. This option applies only when consolidation was previously disabled by using the NOCONSOL option for all categories.

This function is valid in consolidation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can use the Consolidate option in the Category Settings dialog box to force data in a category to consolidate. Use this format:

[CATEGORY=*Category*,CONSOL]

where *Category* is the D off the category to which the section applies.

For example, you would use this heading to force the accounts in the Actual category to consolidate:

```
[CAT=ACTUAL,CONSOL]
```

ELIM - Eliminate Option Function

You use the Eliminate option in a section heading to enable default intercompany eliminations within specific categories. This option applies only when the default intercompany eliminations were previously disabled by using the option for all categories.

This function is valid in consolidation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can use the Consolidate option in the Category Settings dialog box to force data in a category to consolidate. Use this format:

[CATEGORY=*Category*,ELIM]

where *Category* is the ID of the category to which the section applies.

For example, you would use this heading to force eliminations in the Actual category:

```
[CAT=ACTUAL,ELIM]
```

NOCONSOL - No Consolidation Option Function

You use the No Consolidation option in a section heading to prevent all accounts for a category or all categories from consolidating. This option prevents consolidation only for the entities to which the consolidation method is assigned. For example, you can use this option to consolidate only a small number of equity accounts. You can use the NOCONSOL option with consolidation method expressions for the accounts that require consolidation.

This function is valid in consolidation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can use the Do Not Consolidate option in the Category Settings dialog box to prevent data in a category from consolidating. Use this format:

[CATEGORY=*Category*,NOCONSOL]

where *Category* is either the word ALL or the ID of the category to which the section applies.

For example, you would use this heading to prevent all categories from consolidating:

```
[CAT=ALL,NOCONSOL]
```

NOELIM - No Eliminations Option

You use the No Eliminations option in a section heading to disable the default intercompany eliminations within specific categories. When you use this option, the system executes only the expressions written for its own special elimination.

This function is valid in consolidation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can turn off the Eliminate option in the Category Settings dialog box to prevent eliminations. Use this format:

[CATEGORY=*Category*,NOELIM]

where *Category* is the ID of the category to which the section applies.

For example, you would use this heading to prevent eliminations in the Actual category:

```
[CAT=ACTUAL,NOELIM]
```

NOROUND - Do Not Round Option Function

You can include the Do Not Round option in a section heading to prevent the system from rounding account values after currency translation.

This function is valid in translation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can disable the Round option in the Category Settings dialog box to prevent eliminations. Use this format:

[CATEGORY=*Category*,NOROUND]

where *Category* is the ID of the category to which the section applies.

For example, you would use this heading to prevent rounding in the Actual category:

```
[CAT=ACTUAL,NOROUND]
```

NOTRANS - No Translation Option Function

You use the No Translation option in a section heading to turn off currency translations for a category or for all categories. You can use the and functions to override NOTRANS for individual accounts.

This function is valid in translation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can deselect the Translate option in the Category Settings dialog box to prevent data in a category from translating. Use this format:

[CATEGORY=*Category***,NOTRANS]**

where *Category* is either the word ALL or the ID of the category to which the section applies.

For example, you would use this heading to turn off currency translations for accounts in the Forecast category:

```
[CATEGORY=FORECAST,NOTRANS]
```

C

ROUND - Round Translation Option Function

You can include the Round option in a section heading to round account values after currency translation. The system rounds the values to the nearest whole number using the category-to-date values.

This function is valid in chart, translation, and consolidation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can use the Round option in the Category Settings dialog box to round data in a category.

The Round option is useful for changing the rounding of all values displayed in the system and in reports. For example, if currency translations produce values that appear with many decimal places, you might want to eliminate the decimals from reports. Remember these points when you use this option:

● Rounding distorts consolidated values.

● Rounding slows the system.

If you use the Round option in the heading for the section that applies to all categories, the system rounds translated values in all categories. If you use the Round option in the heading for a category-specific section, the system rounds translated values for that category only. Use this format:

[CATEGORY=*Category***,ROUND]**

where *Category* is either the word ALL or the ID of the category to which the section applies.

For example, you use this heading to round translated values for the Forecast category:

```
[CATEGORY=FORECAST,ROUND]
```

If you omit the Round option from the heading for a category-specific section, the system does not round translated values for that category. If you do not include the Round option in a heading for the section that applies to all categories, the system does not round any translated values unless a category-specific section heading specifies rounding that category's values.

The chart method in the following example starts with a section that applies to all categories, followed by sections for the Budget and Actual categories:

```
[CATEGORY=ALL]
#ROA=#NETINCOME/#TOTALASSET  !Return on Asset
#ROS=#NETINCOME           !Return on Sales
#GM=TOT                   !Gross Margin
#OPINCOME=TOT             !Operating Income
#PRETAX=TOT               !Pre Tax Income
#NETINCOME=TOT            !Net Income
#NI=#NETINCOME+#SURPLUS   !Retained Earnings
#CURRENTASSET=TOT         !Total Current Assets
#SURPLUS=BAL(#TOTALASSET,#TOTALLIABEQ)) !Bal Acct
#LASSET=SUB(#PPE)         !Total Noncurrent Assets
#TOTALASSET=TOT           !Total Assets
#CURRENTLIAB=TOT          !Total Current Liabilities
#LTLIAB=SUB(#LTDEBT)!Total Non Current Liabilities
#TOTALLIAB=TOT            !Total Liabilities
#REBEG=OPE(#REEND)        !Retained Earnings - BB
#REEND=SUB(#REBEG)        !Retained Earnings - EB
#EQUITY=SUB(#CAPITAL)     !Total Equity
#TOTLIABEQ=TOT            !Total Liab & Equity
[CATEGORY=BUDGET,ROUND]
#NI=YTD(#NETINCOME)       !Retained Earnings-Current Income
[CATEGORY=ACTUAL]
#NI=#NETINCOME            !Retained Earnings-Current Income
```

In the example, the heading [CATEGORY = BUDGET,ROUND] identifies the Budget category section, which contains formulas that apply only to the Budget category, and rounds translated values for that category. The heading [CATEGORY = ACTUAL] identifies the Actual category section, which contains formulas that apply only to the Actual category. These category-specific formulas override any general formulas that conflict with them.

USE - Use Method Function

The Use Method function imports the contents of a specified method into the current method. For example, you can create a method that contains several formulas, and then incorporate that method into several different methods with the Use Method function. The method you incorporate with this function can contain any valid formula.

This function is valid in chart, translation, and consolidation methods only when you are viewing the method in the Formula Script Editor. If you are viewing a method in the Method window, you can use the Merge Methods dialog box. Use this format:

C

USE *Method*

where *Method* is the ID of the method you want to incorporate in the current method.

You can place the Use Method function anywhere in the method. For example, suppose you have a method called CHART1 that contains calculations that you also want to use in the CHARTB method. You can type this line in the CHARTB method:

```
USE CHART1
```

Note: If you modify CHART1 after checking the CHARTB method that contains the Use Method function, you must re-check CHART1.

You can also use this function to incorporate a method that also includes the Use Method function. For example, a method called CHRTFLOW might contain the Use Method function to incorporate the CHART1 method. The CHART1 method might contain the Use Method function to incorporate the CHART2 method. You can use as many as seven levels of nested methods.

USE methods follow the same rules as overrides and any conflicting statements encountered after the USE method is processed take precedence. The USE function can be written independently from a category statement or within a specific category for a method. If it is not assigned to a category, the system assumes the default category of ALL.

The USE function applies statements from the Method being executed depending on the category to which the function is assigned. For example, if we write USE CHARTX under Category=ALL, then all statements in CHARTX are executed. If

USE CHARTX is written under ACTUAL, then only the statements in CHARTX for categories ALL and Actual are applied. For example, suppose you had the following statements:

EXAMPLE 1
```
For Chart1
USE Chart 5
[Category =Actual]
#Acc1=10
```

EXAMPLE 2
```
For Chart1
[Category=Actual]
USE Chart5
#Acc1=10
```

Each of the examples give different results. When the USE statement is attached to a category statement (Example 2), only the statements in Chart5 that match the category are executed for that category. In Example 1, since the USE statement is not attached to any category, it receives the default of Category=ALL. This means that all statements in Chart5, regardless of the category to which they are attached, are executed.

USE statements are executed before specific statements of that method. The formula executed by the USE function overrides logic statements of previous methods only. For example, suppose we enter the following for Chart:

For CHART
```
[CATEGORY= TESTCAT]
#acct2=2000
[CATEGORY= LASTYR, ACTUAL]
#ACCT2=50
USE CHARTTEST
```

When refreshed, it displays as:

```
[CATEGORY= TESTCAT]
#ACCT2=2000
[CATEGORY= LASTYR, ACTUAL]
USE Charttest
#ACCT2=50
```

The USE Charttest statement has been moved. The USE statement is executed before the general statements for the section or category in which they are encountered.

USE statements use formulas for CATEGORY=ALL followed by the statements for the category to which the USE statement is assigned. The following example demonstrates this and gives further explanation of how formulas are executed:

C

For CHART LOGIC
```
[CATEGORY=ALL]
USE ChartUse1
#income1 = 100
[CATEGORY = ACTUAL]
#income2 = 100
```

For CHART1 LOGIC
```
[CATEGORY=ALL]
#income2 = 200
[CATEGORY=LASTYR]
USE ChartUse2
#income1 =200
```

For ChartUse1 LOGIC
```
[CATEGORY=ALL]
#income1 = 400
[CATEGORY=ACTUAL]
#income3 = 100
```

For ChartUse2 LOGIC
```
[CATEGORY = ALL]
#income2 = 1000
#income3 = 500
[CATEGORY = ACTUAL]
#income1 = 100
```

The logic is loaded in the following sequence

Actual:
```
ChartUse1 category = ALL statements(#income1 = 400)
ChartUse1 category = ACTUAL statements(#income3 = 100)
Chart  Category = ALL statements(#income1 = 100)
Chart category = ACTUAL statements(#income2 = 100)
```

```
Chart1 category = ALL statements(#income2 = 200)
Chart1 category = ACTUAL statements<empty)
```

Lastyr:
```
ChartUse1 category = ALL statements(#income1 = 400)
ChartUse1 category = LASTYR statements<empty>
Chart  Category = ALL statements(#income1 = 100)
Chart category = LASTYR statements<empty>
Chart1 category = ALL statements(#income2 = 200)
ChartUse2 Category = ALL statements(#income2 = 1000, #income3 =
500)
ChartUse2 category = LASTYR statements<empty>
Chart1 category = LASTYR statementsLinked (#income1 = 200)
```

The following table lists the results:

	ACTUAL	LASTYR
#income1	100 (from CHART, ALL) - The statement from ChartUse1 logic category ALL was loaded but superseded by the logic in CHART ALL because the CHART ALL was loaded after the USE method	200 (from CHART1, LASTYR) - The statement from ChartUse1 was discarded and then the statement from ChartUse2 was discarded by the Chart1 logic override.
#income2	200 (from CHART1, ALL)	1000 (from ChartUse2, ALL) - The USE method occurred after the Chart1 ALL case so it takes precedence.
#income3	100 (from ChartUse1, ACTUAL)	500 (from ChartUse2, ALL)

Note: In the previous example, the [CATEGORY = ACTUAL] section in ChartUse2 is not used in any of these cases because the USE of this method only calls for it to be loaded in the LASTYR case. However, ChartUse2 is still a valid method and may be assigned directly to an entity or used within another method where that section could be used.

Formula Script Samples

This section shows examples of text-based formulas for the following items:

- Chart method
- Translation method
- Consolidation method
- Update rule
- Custom function

Sample Chart Method Script

Here is a sample of a chart method that includes general formulas and a section that applies only to the Actual category:

```
[CATEGORY=ALL]
#GM=TOT              ! Total from Gross Sales
#OPEXP=SUB(#MKTEXP) ! Subtotal from Marketing Expense
#TOTEXP=SUB(#MKTEXP)! Subtotal from Marketing Expense
#OPINCOME=SUB(#GM)  ! Subtotal from Gross Margin
#PRETAX=SUB(#OPINCOME)  ! Subtotal from Operating Income
#NETINCOME=SUB(#PRETAX) ! Subtotal from Pretax
#CURRENTASSET=SUB(#CASH)! Subtotal from Cash
#LTASSET=SUB(#PPE)  ! Subtotal from Plant, Property Equipment
#TOTALASSET=SUB(#CURRENTASSET)! Subtotal from Current Assets
#CURRENTLIAB=SUB(#STDEBT)!Subtotal from Short Term Debt
#LTLIAB=SUB(#LTDEBT)    ! Subtotal from Long Term Debt
#TOTLIAB=TOT! Total for Group
#REEND=SUB(#REBEG)  ! Subtotal From Retained Earnings
Beginning Balance
#EQUITY=SUB(#CAPITAL)! Subtotal From Capital
#TOTLIABEQ=#TOTLIAB+#EQUITY ! Total Liabilities + Equity
#NI=YTD(#NETINCOME)  ! Pulls Year To Date Net Income to
Retained Earnings
#PSALES=#PUNIT*#PPRICE  ! Product Sales = Product Units *
Product Price
[CATEGORY=ACTUAL]
#REBEG=OPE(#REEND) ! Beginning Balance from Prior Category
Ending Balance
```

For more information on chart methods, see .

Sample Translation Method Script

Here is an example of a translation method that performs currency conversion for the US Historical Data entity. It contains only general rules that apply to all categories.

```
[CATEGORY=ALL]
#2AMORTFLV=PVA(#RATEGW)
#2AMORTCIT=PVA(#RATEGW)
#2AMORTOTH=PVA(#RATEGW)
#3GOODWILL=VAL(#RATEGW)
#6ICOSALUKFL=PVA(@ACC,#RATE1)
#6ICOSALHOLFL=PVA(@ACC,#RATE1)
#6ICOSALGERFL=PVA(@ACC,#RATE1)
#6ICOSALINDFL=PVA(@ACC,#RATE1)
#6ICOSALAUSFL=PVA(@ACC,#RATE1)
#6ICOSALSGPFL=PVA(@ACC,#RATE1)
#6ICOSALJAPFL=PVA(@ACC,#RATE1)
#6ICOSALJAPFL=PVA(@ACC,#RATE1)
#6ICOSALMEXFL=PVA(@ACC,#RATE1)
#6ICOSALUSFL=PVA(@ACC,#RATE1)
#6ICOSALTOTFL=PVA(@ACC,#RATE1)
#6ICOSALUKCT=PVA(@ACC,#RATE1)
#6ICOSALHOLCT=PVA(@ACC,#RATE1)
#6ICOSALGERCT=PVA(@ACC,#RATE1)
#6ICOSALSGPCT=PVA(@ACC,#RATE1)
#6ICOSALJAPCT=PVA(@ACC,#RATE1)
#6ICOSALMEXCT=PVA(@ACC,#RATE1)
#6ICOSALUSCT=PVA(@ACC,#RATE1)
#6ICOSALTOTCT=PVA(@ACC,#RATE1)
#6ICOCOSUKFL=PVA(@ACC,#RATE1)
#2SERVFEEINC=PVA(@ACC,#RATE1)
#2SERVFEEEXP=PVA(@ACC,#RATE1)
#2COMMISSINC=PVA(@ACC,#RATE1)
#2COMMISSEXP=PVA(@ACC,#RATE1)
#2ROYALTYINC=PVA(@ACC,#RATE1)
#2ROYALTYEXP=PVA(@ACC,#RATE1)
#2INTINCICO=PVA(@ACC,#RATE1)
#2INTEXPICO=PVA(@ACC,#RATE1)
```

For more information on translation methods, see .

Sample Consolidation Method Script

Here is a sample of a consolidation method:

```
#LTPAYINTC=IFT(#BAL.60),(9BAL.60),PRE(#BAL.93),(#BAL.60)
#COMMSTK=IFT(#BAL.62),(#BAL.602),PRE(#BAL.96),(#6002.00)
#OPRETEARN=IFT(#BAL.64),(#BAL.64),PRE(#BAL.96),(#6004.00)
#9600.00=IFT(#HISTCS),(#HISTCS),PRE(#BAL.96),(#HISTCS)
#NEWBAL=BAL(ACC.89,#ACC.95,#ACC.98)
```

For more information on consolidation methods, see Method Setup on page 272.

Sample Update Rule Script

C

Update rules are special functions that you can use in consolidation methods. They enable you to define a ID that identifies a group of formulas that you use to distribute values to accounts in other entities.

You create formulas for each destination account in the elimination, proportion, or partner's elimination tables. You can also specify parameters for each formula you assign. You can assign up to four parameters for each update rule. You can also use an update rule within an update rule. Use this format:

[RULE=*ID***,***Description***,***Execute***,***Processing***,***Security***]**
INST=*Instructions*
PARAM=@*Parameter1***,@***Parameter2***,@***Parameter3***,@***Parameter4*
#*Account***=***Proportion***,***Elimination***,***Partner Expression*

Where...	Is...
ID	The ID for the update rule. Up to 20 characters.
Description	The description for the update rule. Up to 40 characters.
Execute	Whether the rule is executed for the account when the account does not contain data. If you want to execute the rule, type an X; otherwise, leave it blank.
Processing	Whether the rule considers an account type's positive or negative value when it is executed. If you want the rule to consider the account type, type an X; otherwise, leave it blank.
Security	The security class for the update rule.
Instructions	Instructions for the update rule's user. Instructions can have up to 120 characters. When you view the update rule in the Update Rules window, this text appears in the Instructions text box.

Where...	Is...
Parameter 1	A parameter to be passed to the update rule. You can pass up to four parameters.
Parameter 2	A parameter to be passed to the update rule. You can pass up to four parameters.
Parameter 3	A parameter to be passed to the update rule. You can pass up to four parameters.
Parameter 4	A parameter to be passed to the update rule. You can pass up to four parameters.
Account	The account to which you want to distribute values. You can specify as many accounts as needed in an update rule, but you must begin a new line for each account.
Proportion	The formula assigned to the specified account in the proportion table.
Elimination	The formula assigned to the specified account in the elimination table.
Partner	The formula assigned to the specified account in the partner's elimination table.

Here is an example of an Update Rule called Investment:

```
[RULE=INVESTMENT,Consolidates investments,X,X,Class1]
INST=Pass the TYPE of reserves as parameter
PARAM=@TYP,,,
@CACC.VAR=,-ELIMINV(@CACC.OPE),
#LINK@TYP.VAR=,ELIMINV(@CACC.OPE),-ELIMINV(@CACC.OPE)
#RESCONG@TYP.VAR=,,ELIMINV(@CACC.OPE)*%G
#RESCONM@TYP.VAR=,,ELIMINV(@CACC.OPE)*%M
#RESCONG@TYP.VAR=,,-ELIMINV(@CACC_FXO.OPE)*%G
#RESCONM@TYP.VAR=,,-ELIMINV(@CACC_FXO.OPE)*%M
#RESFXOG@TYP.VAR=,,ELIMINV(@CACC_FXO.OPE)*%G
#RESFXOM@TYP.VAR=,,ELIMINV(@CACC_FXO.OPE)*%M
```

For more information on update rules, see .

Sample Custom Function Script

You can use a custom function to create your own formula functions in a chart, translation, or consolidation method. Once you create a custom function, you can use the function in any method the same way you use other formula functions. You can use any valid formula expression to define the calculation that the function performs. Use this format:

[FUNC=*ID***,***Description***,***Security,*
*Chart,Translation,Consolidation***]**
INST=*Instructions*
PARAM=*@Parameter1,@Parameter2,@Parameter3,@Parameter4*
EXP=*Expression*

C

Where...	Is...
ID	The ID for the function. Up to 20 characters.
Description	The description for the function. Up to 40 characters.
Security	The security class for the function.
Chart	Where you type an X if the function should be available for use in Chart methods.
Translation	Where you type an X if the function should be available for use in Translation methods.
Consolidation	Where you type an X if the function should be available for use in Consolidation methods.
Instructions	Instructions for the function's user. Instructions can have up to 120 characters. When you view the function in the Custom Functions window, this text appears in the Instructions text box.
Parameter 1	A parameter passed to the function. You can pass up to four parameters to the function.
Parameter 2	A parameter passed to the function. You can pass up to four parameters to the function.
Parameter 3	A parameter passed to the function. You can pass up to four parameters to the function.

Where...	Is...
Parameter 4	A parameter passed to the function. You can pass up to four parameters to the function.
Expression	The expression that the custom function executes when called from within a method or update rule.

Here is an example of a custom function called Elimination of Receivables:

```
[FUNC=ELIMREC,Elimination of receivables,MAXIMUM,C]
INST=Pass the account to be eliminated as parameter
PARAM=@EAC
IF(MCODEIC IS NOT "E",LEVEL(@EAC)*MIN(1,PCONSIC/PCONS),0)
```

For more information on custom functions, see Custom Functions on page 282.

File Formats

Hyperion Enterprise .INI Files

Hyperion Enterprise uses two .INI files when you access an application. The *Application*.INI file specifies how the application is configured. The HYPENT.INI file stores preferences for individual users.

Application.INI File

The *Application*.INI file stores information for an application that Hyperion Enterprise uses in various processes. For example, you use the Application window to define the default application currency. The system stores the internal identifier for the selected currency in the *Application*.INI file for that application.

There is an *Application*.INI file for each application, where *Application* is the eight-character ID of the application. The system creates this file in the application directory that you define when you create the application. For example, if you create the TAX application and specify the application directory as C:\HYPENT\TAX, the system creates the C:\HYPENT\TAX\TAX.INI file. For information on defining applications, see Define Applications on page 37.

Note: The system stores some application-specific information in the HYPENT.INI file. For more information on the HYPENT.INI file, see HYPENT.INI File on page 437.

You can view or edit many application settings in the *Applicaion*.INI file, but some settings are in a format that only the system can interpret. Therefore, you should use only the appropriate Hyperion Enterprise procedures to modify the settings that the *Application*.INI file stores. For a sample *Application*.INI file, see Sample Application.INI File on page 435.

Here is the format of the *Application*.INI file.

[Application]

APP_NAME=*Application*
APP_DESC=*Description*
APP_PATH=*Application Path*
APP_SITE=*Application Identifier*
APP_DATA=*Data Path*
APP_INBOX=*Inbox Path*
APP_OUTBOX=*Outbox Path*
APP_REPORT=*Report Path*
MODAPPDLL=*HEFILE*
APP_CURRENCY=*Currency*
APP_BALACCT=*Default Balance Account*
APP_FLOACCT=*Default Flow Account*
APP_ISBALACCTPVA=*BalPVA*
APP_ISFLOACCTPVA=*FlowPVA*
APP_ACCTFORLOCK=*Lock*
APPISSQL=*SQL*
SQL_SERVER=*Server*
SQL_USERNAME=*Username*
SQL_DATABASE=*Database*
APP_JOUR_REVIEW=*Review*
APP_JOUR_RUN_LOGIC=*Formulas*
APP_JOUR_AUTONUMBER=*Numbering*
APP_IS_ORGBYPER=*Dynamic*
APP_HOLDING_LOGIC=*Holding Company Method*
APP_INPUT_PCT=*Input*
APP_NUM_IS_SYSTEM=*Number is System*
APP_BILLIONS =*Billions*
APP_MILLIONS=*Millions*
APP_THOUSANDS=*Thousands*
APP_DECIMAL=*Decimal*
APP_NUM_DECIMALS=*Digits*
APP_JOUR_TOPLEVEL=*Adjustments*
APP_STORECONDETAIL=*Contribution*
APP_STORETRANDETAIL=*Translation*
APP_IMPACTFUTURECAT=*Impact*
APP_SUBACCTSIG=*Signatures*
APP_CALENDAR=*LOAD.PER*
APP_EXPECTED_ACCTS=*Accounts*
APP_EXPECTED_ENTITIES=*Entities*

APP_EXPECTED_CATS=*Categories*
APP_EXPECTED_REPORTS=*Reports*
APP_CONSOL_IS_PER=*Consolidation*
APP_USE_CHILD_RATES=*Child Rates*
APP_ALWAYS_EXEC_TRANS_LOG=*Always Execute Translation Logic*
APP_DVIMPLIED=*Dynamic View Implied*
APP_DELETEERRORLOG=*Delete Error Log*
APP_USE_SERVER=*Use Application Server*
APP_SERVER=*Server Name*
APP_USEACE=*Use Statutory Consolidation Engine*
APP_USE_MULTI_THREAD=*Enable Multi-Threading*
APP_DATACACHESIZE=*Cache Size*
APP_COMPRESS=*Compress Files*

D

[Application]

The first eight characters of the application ID appear within brackets at the beginning of the *Application.INI* file. For example, this is the first line of the LEGAL.INI file for the LEGAL application:

[LEGAL]

APP_NAME Option

The APP_NAME option stores the application ID. The format for the APP_NAME option is APP_NAME=*Application*, where *Application* is the first eight characters of the application. The system uses this ID to identify the application in addition to other application files and directories.

APP_DESC Option

The APP_DESC option stores the application description. The format for the APP_DESC option is APP_DESC=*Description*, where *Description* is the 20-character application description. For example, if the application name is TAX, the application description could be Tax Application.

APP_PATH Option

The APP_PATH option stores the path to the directory that contains the application files. The format for the APP_PATH option is APP_PATH=*Path*, where *Path* is the DOS path where the application files are located.

APP_SITE Option

The APP_SITE option stores a number as an identifier for the application. The default, 0, is automatically set when you create the application and can be modified later.

APP_DATA Option

The APP_DATA option stores the path to the application's data. The format foe the APP_DATA option is APP_DATA=*Data*, where *Data* is the DOS path of the application's data directories. The system stores data files in category subdirectories below this directory. For example, if the data directory is C:\HYPENT\TAX\DATA, the path for the data files for the ACTUAL category is C:\HYPENT\TAX\DATA\ACTUAL.

APP_INBOX Option

The APP_INBOX option stores the default path to the data load and journal load files that you load into the application. The format for the APP_INBOX option is APP_INBOX=*Inbox*, where *Inbox* is the DOS path of the inbox directory. You can use any valid eight-character directory name for the inbox directory.

The system searches for data load and journal load files in the inbox directory when you access the appropriate dialog boxes in the Journals and Database windows. You can also access these files in any other directory that you select. For more information on loading data, see the *Hyperion Enterprise User's Guide.* For more information on loading journals, see the *Hyperion Enterprise User's Guide.*

APP_OUTBOX Option

The APP_OUTBOX option stores the default path to the files that you create when you extract data or journals. The format for the APP_OUTBOX option is APP_OUTBOX=*Outbox*, where *Outbox* is the DOS path of the outbox directory. You can use any valid eight-character directory name for the outbox directory.

The system stores the data extract and journal extract files in the outbox directory, but you can also store these files in any other directory that you specify. For more information on extracting data, see the *Hyperion Enterprise User's Guide.* For more information on extracting journals, see the *Hyperion Enterprise User's Guide.*

MODAPPDLL Option

The MODAPPDLL option stores the name of the .DLL file to use when running the application. For file-based applications, this option reads HEFILE. For SQL applications, this option reads HESQL. For more information, see the *Hyperion Enterprise SQL Technical Reference*.

APP_REPORT Option

The APP_REPORT option stores the path to the application's production reports. The format for the APP_REPORT option is APP_REPORT=*Report*, where *Report* is the DOS path of the reports directory. You can use any valid eight-character directory name for the reports directory.

The system stores all reports created with the Hyperion Enterprise Report Script Editor and all books created with the Hyperion Enterprise Book Script Editor in the reports directory. This is also the path of the default directory from which you import reports, but you can also select any other directory.

D

APP_CURRENCY Option

The APP_CURRENCY option stores the application currency. The format for the APP_CURRENCY option is APP_CURRENCY=*Currency*, where *Currency* is the internal number that identifies the currency.

You define the application currency when you edit an application. The system translates all currencies in relation to this application currency. The system does not translate currencies directly. For example, if your application is set up to translate francs to lire and the application currency is dollars, the system translates francs to dollars, and then translates dollars to lire.

APP_BALACCT Option

The APP_BALACCT option stores the default rate account for translating asset, liability, and balance accounts. The format for the APP_BALACCT option is APP_BALACCT=*Balance*, where *Balance* is the internal number that represents the account. You specify the setting for the default rate accounts by account type when you define translations for an application.

APP_FLOACCT Option

The APP_FLOACCT option stores the default rate account for translating income, expense, and flow accounts. The format for the APP_FLOACCT option is APP_FLOACCT=*Flow*, where *Flow* is the internal number that represents the account. You specify the setting for the default rate accounts by account type when you define translations for an application.

APP_ISBALACCTPVA Option

The APP_ISBALACCTPVA option stores the default rate for translating asset, liability, and balance accounts. The format for the APP_ISBALACCTPVA option is APP_ISBALACCTPVA=
BalPVA, where *BalPVA* is a code that represents either PVA or VAL as the rate. These are the valid codes for *BalPVA:*

0 = Value at Exchange Rate (VAL)

1 = Periodic Value (PVA)

You specify the setting for the default rate to either PVA or VAL when you define translations for an application. For more information on setting up translations, see Set Up Currency Translation Defaults on page 45.

APP_ISFLOACCTPVA Option

The APP_ISFLOACCTPVA option stores the default rate for translating income, expense, and flow accounts. The APP_ISFLOACCTPVA option is APPISFLOACCTPVA=
FlowPVA, where *FlowPVA* is a code that represents either PVA or VAL as the rate. These are the valid codes for *FlowPVA:*

0 = Value at Exchange Rate (VAL)

1 = Periodic Value (PVA)

You specify the setting for the default rate to either PVA or VAL when you define translations for an application. For more information on setting up translations, see Set Up Currency Translation Defaults on page 45.

APP_ACCTFORLOCK Option

The APP_ACCTFORLOCK option stores a value that identifies the locking account, which the system uses to verify account values before locking a period. The format for the APP_ACCTFORLOCK option is APP_ACCTFORLOCK=*Lock*, where *Lock* is the internal number that represents the account, which is usually a balance account. You specify the setting for the locking account when you edit an application. For more information on setting up translations, see Set Up Currency Translation Defaults on page 45.

SQL_SERVER Option

The SQL_SERVER option stores the name of the SQL server on which the SQL database is located. The format for the SQL_SERVER option is SQL_SERVER=*Server*, where *Server* is the name that you specify when you create an SQL application. For more information, see the *Hyperion Enterprise SQL Technical Reference*.

SQL_USERNAME Option

The SQL_USERNAME option stores the name of the database owner (dbo) of the SQL database for the Hyperion Enterprise application. The format for the SQL_USERNAME option is SQL_USERNAME=*Username*, where *Username* is the name that you specify when you create an SQL application. All users are logged on to the database with this name. For more information, see the *Hyperion Enterprise SQL Technical Reference*.

SQL_DATABASE Option

The SQL_DATABASE option stores the name of the SQL database in which to create the Hyperion Enterprise tables. The format for the SQL_DATABASE option is SQL_DATABASE=*Database*, where *Database* is the name that you specify when you create an SQL application. For more information, see the *Hyperion Enterprise SQL Technical Reference*.

APP_JOUR_REVIEW Option

The APP_JOUR_REVIEW option stores a value that represents the Review status setting for the application. The format for the APP_JOUR_REVIEW option is APP_JOUR_REVIEW=*Review*, where *Review* is a value that determines whether the application requires journals to be reviewed before posting. These are the valid values for *Review:*

0 = No review before journal posting

1 = Review journals before posting

You set journals options when you add or edit an application. For information on setting journals options, see Select Journal Options for Applications on page 46. For information on the reviewed status in journals, see the *Hyperion Enterprise User's Guide.*

APP_JOUR_RUN_LOGIC Option

The APP_JOUR_RUN_LOGIC option stores a value that represents the Calculate Formulas setting for the application. The format for the APP_JOUR_RUN_LOGIC option is APP_JOUR_RUN_LOGIC=*Formulas*, where *Formulas* is a value that determines whether the system calculates formulas when you post, unpost, or reverse journals. These are the valid values for *Formulas*:

0 = Does not calculate formulas when posting, unposting, or reversing journals

1 = Calculates formulas when posting, unposting, or reversing journals

You set journals options when you add or edit an application. For more information, see Select Journal Options for Applications on page 46.

APP_JOUR_AUTONUMBER Option

The APP_JOUR_AUTONUMBER option stores a value that represents the Journal Numbering setting for the application. The format for the APP_JOUR_AUTONUMBER option is APP_JOUR_AUTONUMBER=*Numbering*, where *Numbering* is a value that determines whether the system assigns a sequential number to each journal. These are the valid options:

0 = Does not assign numbers to journals

1 = Assigns a sequential, 4-digit number to journals

You set journals options when you add or edit an application. For more information, see Select Journal Options for Applications on page 46.

APP_IS_ORGBYPER Option

The APP_IS_ORGBYPER option stores a value that represents the Vary Ownership by Period and Category setting for the application. The format for the APP_IS_ORGBYPER option is APP_IS_ORGBYPER=*Dynamic*, where *Dynamic* is a value that determines whether the application can contain dynamic organizations. These are the valid options:

0 = Ownership does not vary by period and category

1 = Ownership varies by period and category

For more information on setting application options, see Define Applications on page 37.

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APP_HOLDING_LOGIC Option

The APP_HOLDING_LOGIC option stores the internal identifier of the default consolidation method for holding companies in the application. For example, if the chart method for the application is HOLD_1, the option reads APP_HOLDING_LOGIC = *Signature*. For more information, see Set Up Consolidation on page 50.

APP_INPUT_PCT Option

The APP_INPUT_PCT option stores a value that represents the Input Ownership application setting. You use this setting to determine whether to input shares or share percentages. These are the valid options:

0 = Input ownership as shares

1 = Input ownership as share percentages

For more information, see Input Shares Option on page 30. For more information on how to input shares, see Set Up Consolidation on page 50.

APP_NUM_IS_SYSTEM Option

The APP_NUM_IS_SYSTEM option stores a value that represents the Use System Setting in application options. You use this setting to determine whether to have the system set number defaults. The valid options are:

0 = Do not use system settings

1 = Use system settings

APP_BILLIONS Option

The APP_BILLIONS option stores the billions separator for the number format for the application. The format for the APP_BILLIONS option is APP_BILLIONS=*Billions*, where *Billions* is the character or set of characters that separates the billions digit from the hundred millions digit. You define the number format for an application in the Application window. For more information, see Set Up the Number Format on page 47.

APP_MILLIONS Option

The APP_MILLIONS option stores the millions separator for the number format for the application. The format for the APP_MILLIONS options is APP_MILLIONS=*Millions*, where *Millions* is the character or set of characters that separates the millions digit from the hundred thousands digit. You define the number format for an application in the Application window. For more information, see Set Up the Number Format on page 47.

APP_THOUSANDS Option

The APP_THOUSANDS option stores the thousands separator for the number format for the application. The format for the APP_THOUSANDS option is APP_THOUSANDS=*Thousands*, where *Thousands* is the character or set of characters that separates the thousands digit from the hundreds digit. You define the number format for an application in the Application window. For more information, see the Set Up the Number Format on page 47.

APP_DECIMAL Option

The APP_DECIMAL option stores the decimal separator for the number format for the application. The format for the APP_DECIMAL option is APP_DECIMAL=*Decimal*, where *Decimal* is the character or set of characters that separates the one digit from the tenths digit. You define the number format for an application in the Application window. For more information, see Set Up the Number Format on page 47.

APP_NUM_DECIMALS Option

The APP_NUM_DECIMALS option stores the number of digits to appear after the decimal in the number format for the application. The format for the APP_NUM_DECIMALS option is APP_NUM_DECIMALS=*Decimals*, where *Decimals* is the number of digits to show after the decimal. You define the number format for an application in the Application window. For more information, see Set Up the Number Format on page 47.

APP_JOUR_TOPLEVEL Option

The APP_JOUR_TOPLEVEL option stores a value that represents the Allow Parent Adjustments application setting. You use this setting to determine whether to allow adjustments to the contribution to a parent. These are the valid options:

0 = Do not allow parent adjustments

1 = Allow parent adjustments

For information on allowing parent adjustments, see Select Journal Options for Applications on page 46. For information on parent adjustments, see the *Hyperion Enterprise User's Guide.*

APP_STORECONDETAIL Option

The APP_STORECONDETAIL option stores a value that represents the Store Consolidation Detail application setting. You use this setting to determine whether to store the proportion, elimination, and contribution detail. These are the valid options:

0 = Do not store consolidation detail

1 = Store consolidation detail

For more information, see Define Applications on page 37.

APP_STORETRANDETAIL Option

The APP_STORETRANDETAIL option stores a value that represents the Store Translation Detail application setting. You use this setting to determine whether to store the translation detail in consolidation. These are the valid options:

0 = Do not store translation detail

1 = Store translation detail

For more information, see Define Applications on page 37.

APP_IMPACTFUTURECAT Option

The APP_IMPACTFUTURECAT option stores a value that represents the Impact Future Categories application setting. You use this setting to determine whether changes to data in one category affect future categories. These are the valid options:

0 = Do not affect future categories

1 = Affect future categories

For more information, see Define Applications on page 37.

APP_SUBACCTSIG Option

The APP_SUBACCTSIG option stores a value that represents the Subaccount Signatures application setting. You use this setting to determine whether subaccounts with the same ID that appear in different tables share the same signature or have unique signatures. These are the valid options:

0 = Shared subaccount signatures

1 = Unique subaccount signatures

For more information, see Define Applications on page 37.

APP_CALENDAR Option

The APP_CALENDAR option stores the name of the file that sets up the categories and periods for the application. For example, if you use LOADJAN.PER to define the calendar for the application, the option would read APP_CALENDAR = LOADJAN.PER. For more information, see Define Applications on page 37.

APP_EXPECTED_ACCTS Option

The APP_EXPECTED_ACCTS option stores the number of expected account signatures. This option is set at startup to help pre-allocate the number of accounts so that system loads run more efficiently. This is the default option:

0 = Do not pre-allocate

If the number exceeds the limit, the system returns to normal allocations.

APP_EXPECTED_ENTITIES Option

The APP_EXPECTED_ENTITIES option stores the number of expected entities. This option is set at startup to help preallocate the number of entities so that system loads run more efficiently.

This is the default option:

0 = Do not pre-allocate

If the number exceeds the limit, the system returns to normal allocations.

APP_EXPECTED_CATS Option

The APP_EXPECTED_CATS option stores the number of expected categories. This option is set at startup to help pre-allocate the number of categories so that system loads run more efficiently. This is the default option:

0 = Do not pre-allocate

If the number exceeds the limit, the system returns to normal allocations.

APP_EXPECTED_REPORTS Option

The APP_EXPECTED_REPORTS option stores the number of expected reports. This option is set at startup to help pre-allocate the number of reports so that system loads run more efficiently. This is the default option:

0 = Do not pre-allocate

If the number exceeds the limit, the system returns to normal allocations.

APP_CONSOL_IS_PER Option

The APP_CONSOL_IS_PER option stores a value that indicates whether consolidation is periodic or category-to-date. These are the valid options:

0 = Category-to-date

1 = Periodic consolidation

APP_USE_CHILD_RATES Option

During translation, a child's exchange rate is either multiplied or divided by its parent's exchange rate, depending on the application setting. The resulting cross rate is then applied to each account that requires translation. The

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APP_USE_CHILD_RATES option stores a value that indicates whether to retrieve both parent and child rates from the child's nonglobal account. These are the valid options:

0 = No

1 = Yes

APP_DELETEERRORLOG Option

The APP_DELETEERRORLOG option stores a value that indicates whether the error log is erased with each processing. The valid values are:

0 = Append error log

1 = Erase error log

APP_USE_SERVER Option

The USE_SERVER option stores a value that indicates whether an application server is being used. Valid values are:

0 = No

1 = Yes

APP_SERVER Option

The APP_SERVER option stores the name of the application server being used.

APP_USEACE Option

The APP_USEACE option stores a value that indicates whether the Hyperion Enterprise application uses the Statutory Consolidation Engine. Valid values are:

0 = Does not use SCE

1 = Uses SCE

APP_USE_MULTI_THREAD Option

The APP_USE_MULTI_THREAD option stores a value that indicates whether Hyperion Enterprise should use multi-threading. Valid values are:

0 = Prevents use of multi-threading

1 = Enables use of multi-threading

APP_DATACACHESIZE Option

The APP_DATACACHESIZE option stores the number of data files that the system will cache before performing a save during data load. The valid range for this option is any integer between 0 and 1000. The default value is 5.

Note: Do not modify this value unless you have sufficient RAM on your system.

APP_ALWAYS_EXEC_TRANS_LOG Option

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The APP_ALWAYS_EXEC option stores a value to indicate whether translation logic should always be executed. Valid values are:

0 = No

1 = Yes

APP_NODVIMPLIED option

The APP_NODVIMPLIED option is not functional in this release.

APP_COMPRESS Option

The APP_COMPRESS option is not functional in this release.

Sample Application.INI File

Here is a sample *Application*.INI file for the TAX application:

```
[TaxApp]
APP_NAME="TaxApp"
APP_DESC="Tax App"
APP_PATH="C:\Program Files\Hyperion Solutions\TaxApp"
APP_SITE="0"
APP_DATA="@APP\Data"
APP_INBOX="@APP\Inbox"
```

```
APP_OUTBOX="@APP\Outbox"

APP_REPORT="@APP\Report"

MODAPPDLL="HEFILE"

APP_CURRENCY="0"

APP_BALACCT="0"

APP_FLOACCT="0"

APP_ISBALACCTPVA="0"

APP_ISFLOACCTPVA="0"

APP_ACCTFORLOCK="-1"

APP_JOUR_REVIEW="0"

APP_JOUR_RUN_LOGIC="1"

APP_JOUR_AUTONUMBER="1"

APP_IS_ORGBYPER="0"

APP_HOLDING_LOGIC="7"

APP_INPUT_PCT="1"

APP_NUM_IS_SYSTEM="0"

APP_BILLIONS=","

APP_MILLIONS=","

APP_THOUSANDS=","

APP_DECIMAL="."

APP_NUM_DECIMALS="6"

APP_JOUR_TOPLEVEL="1"

APP_STORECONDETAIL="1"

APP_STORETRANDETAIL="1"

APP_IMPACTFUTURECAT="0"

APP_SUBACCTSIG="0"

APP_CALENDAR="Load.per"

APP_EXPECTED_ACCTS="0"

APP_EXPECTED_ENTITIES="0"

APP_EXPECTED_CATS="0"
```

```
APP_EXPECTED_REPORTS="0"

APP_CONSOL_IS_PER="1"

APP_USE_CHILD_RATES="0"

APP_ALWAYS_EXEC_TRANS_LOG="0"

APP_NODVIMPLIED="0"

APP_DELETEERRORLOG="0"

APP_USE_SERVER="0"

APP_SERVER=""

APP_USEACE="1"

APP_USE_MULTI_THREAD="1"

APP_DATACACHESIZE="5"

APP_COMPRESS=0
```

D

HYPENT.INI File

The system creates the HYPENT.INI file in the WINDOWS directory when you install Hyperion Enterprise. The options in HYPENT.INI store information about default settings for your application. HYPENT.INI contains a section for each application that you create. Identifiers for application sections use this format:

[*Application*]

where *Application* is the application ID.

The system updates the options in the application section each time you modify your application in Hyperion Enterprise.

HYPENT.INI also contains a section labeled [DEFAULT], which allows you to set default values for all Hyperion Enterprise applications that you run. Options that you place in the [DEFAULT] section become default values for all applications. Options set in the application section for an application override the settings in the DEFAULT section. For example, you might want the status bar to be visible in all of your applications except the TAX application. You would set the Statbar option to YES in the [DEFAULT] section and set the option to NO in the [TAX] section of the HYPENT.INI file.

You use a text editor to set the following options in the default section of the HYPENT.INI file.

```
[DEFAULT]
UserID=User
AppID=Application
HPDRVn=Driver
HPDRVCNT=DriverCount
AppDefPath=Application Default Path
IS_KANJI=Kanji
HACCESSDataTableCacheCount=CacheCount
```

The HYPENT.INI options are shown below. If an asterisk follows the option, you must set the option in the HYPENT.INI file using a text editor.

ExecuteExcel=Excel*

No Data As Zero=No Data As Zero

Error as Zero=Error as Zero

ScaleHPVAL=Scale*

AppPath=Path

AppDesc=Description

Organization=Org

EntityX=Namesig

Category=Category

PeriodX=Per

Account=Accountsig

Schedule=Schedule

UserPath=User

DeleteErrorLog=Log

EnterKey=Action

SaveChanges=Save

ColorX=Color

OrgPrefFontsize=Orgsize*

OrgPrefFaceName=Orgfont*

OrgPrefWeight=Orgbold*

---

* Can be manually entered or set in .INI file after setting database preferences.

```
OrgPrefItalic=Orgitalic*

OrgPrefName=Orgname*

DBPrefFontsize=Size*

DBPrefFaceName=Font*

DBPrefWeight=Weight*

DBPrefItalic=Italic*

DBPrefName=Name*

DBPref=Data*
```

D

Application ID Option

You use the Application ID option to specify a default application for Hyperion Enterprise. When you start Hyperion Enterprise, you automatically log on to the default application. *Application* is the application ID for the application that you want to use as the default. If you do not specify an application in the default section, the system prompts you to select an application each time you start Hyperion Enterprise. This example sets the default application to TAX:

```
AppID=TAX
```

Note: This option is valid in the DEFAULT section of the HYPENT.INI file only.

User ID Option

You use the User ID option to set a default user ID for Hyperion Enterprise. *User* is the user ID that you use as the default. The user ID you specify appears in the User ID field of the Hyperion Enterprise sign-on screen each time you start Hyperion Enterprise. If you do not specify a user ID in the default section, the User ID field appears blank when you start Hyperion Enterprise.

This example sets the default user ID to Bob:

```
UserID=Bob
```

HPDRV*n* Option

You use the HPDRV*n* option to store the .DLL name of the specific application driver, the name of the user interface, and the driver text name, where *n* is the number of drivers installed.

This example shows a file-based application, and two SQL-based application drivers loaded on the machine:

```
HPDRV1=HEFile, HEFILEUI, File-based Application

HPDRV2=HESYBSQL, HESQLUI, Sybase SQL-based Application

HPDRV3=HEORASQL, HESQLUI, Oracle SQL-based Application
```

HPDRVCNT Option

You use the HPDRVCNT option to store a count of drivers that you have loaded on the machine. This example shows that three drivers are loaded on the machine:

```
HPDRVCNT=3
```

Application Default Path Option

The Application Default Path option stores a default application path different from the program directory and application name. When creating applications, this allows you to direct the application files to another location without overtyping the Application Path information. You must place the Application Default Path option in the DEFAULT section of the HYPENT.INI file.

Make sure you include the backslash (\ ) after the directory name. For example:

```
AppDefPath = d:\test\
```

Kanji-based System Option

You use the Kanji option to specify whether you are using a Kanji version of Hyperion Enterprise. *Value* is 1 if you are using a Kanji-based system, or 0 if you are not. If you omit the Kanji option or leave it blank, the system assumes you are not using a Kanji version of Hyperion Enterprise. You must place the Kanji option in the DEFAULT section of the HYPENT.INI file.

HACCESS Data Table Cache Count Option

You use the HACCESS Data Table Cache Count option to specify the number of Hyperion Enterprise data tables that are cached by Hyperion Enterprise. A data file contains all data for the combination of a category, entity, and consolidation detail. For best performance, you should set this number to equal to or greater than the

number of data files used in a Hyperion Retrieve spreadsheet. However, if you use a large number, it may increase your RAM requirements. If you do not enter this setting, the system uses a default value of 20.

The following example sets the default data table cache count to 50:

```
HACCESSDataTableCacheCount=50
```

Execute Excel Option

You use the Execute Excel option to specify whether to start Excel and load the worksheet after you use the Excel Worksheet option in reporting to create a worksheet. *Value* is YES if the system should load worksheets into Excel automatically, or NO if it should not. If you leave this option blank or omit it, the system does not load worksheets into Excel automatically.

Scaling Option

You use the ScaleHPVAL option to specify whether to scale values that the system retrieves using the HPVAL function in Hyperion Retrieve. *Value* is 1 to retrieve scaled data, or zero to retrieve unscaled data. If you omit the ScaleHPVAL option or leave it blank, the system returns scaled data.

No Data as Zero Option

You use the Display No Data As Zero option to specify whether to display no data as zero that the system retrieves using Hyperion Retrieve. Value is 1 if the system should display no data as zero, or zero if it should not. You can also edit this option from the File > Preferences > User menu command.

Error as Zero Option

You use the Display Error As Zero option to store a value for displaying an error that the system retrieves using Hyperion Retrieve. Value is 1 if the system should display an error as zero, or 0 if it should not. You can also edit this option from the File > Preferences > User menu command.

Application Path Option

The Application Path option stores the path for the application specified on the New Application dialog box, where *Path* is the DOS path for the application files. For more information, see Define Applications on page 37.

Application Description Option

The Application Description option stores the application description specified in the New Application dialog box, where *Description* is the application description. For more information, see .

Default Organization Option

The Default Organization option stores a number that specifies the default organization for the application. The default organization is the organization that appears on the status bar when you start Hyperion Enterprise. *Org* is the number for the organization. This number is in a format that only the system can interpret. Modify it using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see *Hyperion Enterprise Getting Started.*

Default Entity Option

The Default Entity option stores a number that specifies the default entity for each organization. The default entity for an organization is the entity that appears on the status bar when you access the organization. The number *X* represents the organization, and the number *Entitysig* represents the entity. These numbers are in a format that only the system can interpret. Modify them using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see *Hyperion Enterprise Getting Started.*

Default Category Option

The Default Category option stores a number that specifies the default category for the application. The default category is the category that appears on the status bar when you start Hyperion Enterprise. *Category* is the number for the category. If you have not selected a default category, the value is -1. This number is in a format that only the system can interpret. Modify it using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see *Hyperion Enterprise Getting Started.*

Default Period Option

The Default Period option stores a number that specifies the default period for each category. The default period for a category is the period that appears on the status bar when you access the category. The number *X* represents the category, and the number *Per* represents the entity. These numbers are in a format that only the

system can interpret. Modify them using the appropriate Hyperion Enterprise procedure, not with a text editor. If you have not selected a default period, the value is -1. For more information, see *Hyperion Enterprise Getting Started*.

Default Account Option

The Default Account option stores a number that specifies the default account for the application. The default account is the account that appears on the status bar when you start Hyperion Enterprise. The number *Account* represents the default account. This number is in a format that only the system can interpret. Modify it using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see *Hyperion Enterprise Getting Started.*

Schedule Option

The Default Schedule option stores a number that specifies the default schedule for the application. The number *Schedule* represents the default schedule. This number is in a format that only the system can interpret. Modify it using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see *Hyperion Enterprise Getting Started*.

User Path Option

The User Path option stores the path for the ERROR.LOG file specified in the Application Preferences dialog box. *Path* is the DOS path for the file. For more information, see *Hyperion Enterprise Getting Started.*

Delete Error Log Option

The Delete Error Log option stores the setting for the error log specified in the User Preferences dialog box. Valid entries for *Log* are YES to erase the existing error log, or NO to append to the error log. For more information, see *Hyperion Enterprise Getting Started.*

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Enter Key Option

You use the Enter Key option to define how the cursor moves when you press Enter. These are the codes you can use to define what occurs when you press the Enter key:

Use this Code...	To...
Nextrow	Move the cursor to the next row.
Nextcol	Move the cursor to the next column.
Samecell	Keep the cursor in the same cell.

For more information, see *Hyperion Enterprise Getting Started.*

Save Changes Option

The Saves Changes option stores the setting for saving changes made to the status bar and to the User Defaults dialog box when you exit Hyperion Enterprise. You set this option in the User Defaults dialog box. Valid entries for *Save* are YES to save changes, or NO to not save changes. For more information, see *Hyperion Enterprise Getting Started.*

Colors Options

The Colors options store the color settings that you specify in the User Defaults dialog box. The number *X* identifies a part of the screen, and *Value* is a number for a color. These numbers are in a format that only the system can interpret. Modify them using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see *Hyperion Enterprise Getting Started.*

Font Size for Database Window Option

The Font Size for Database Window option stores the font size setting that you specify in the Preferences dialog box in the Database module. *Size* is the font size multiplied by 10. For more information, see the *Hyperion Enterprise User's Guide.*

Font Name for Database Window Option

The Font Name for Database Window option stores the font name setting that you specify in the Preferences dialog box in the Database module. *Name* is the font name. For more information, see the *Hyperion Enterprise User's Guide.*

Font Weight for Database Window Option

The Bold Font for Database Window option stores the setting for bold face that you specify in the Preferences dialog box in the Database module. *Weight* is 700 if text appears in bold, or 400 if it does not. For more information, see the *Hyperion Enterprise User's Guide.*

Font Style for Database Window Option

The Italic Font for Database Window option stores the setting for italic that you specify in the Preferences dialog box in the Database module. *Italic* is 1 if text appears in italic, or zero if it does not. For more information, see the *Hyperion Enterprise User's Guide.*

Database Preferences Option

The Database Preferences option stores the settings for account column width, data column width, auto recalculation, and showing method in the Database module. These settings are stored in a format that only the system can interpret. Modify them using the appropriate Hyperion Enterprise procedure, not with a text editor. For more information, see the *Hyperion Enterprise User's Guide.*

Display ID or Description for Database Window Option

The Display ID or Description for Database Window option stores the setting for IDs that you specify in the Preferences dialog box in the Database module. *Display* is 1 if the ID appears, or zero if the description appears. For more information, see the *Hyperion Enterprise User's Guide.*

Font Size for Organization Window Option

The Font Size for Organization Window option stores the font size setting that you specify in the Preferences dialog box in the Entities module. *Orgsize* is the font size multiplied by 10. For more information, see Set Organization Options on page 185.

Font Name for Organization Window Option

The Font Name for Organization Window option stores the font name setting that you specify in the Preferences dialog box in the Entities module. *Orgfont* is the font name. For more information, see Set Organization Options on page 185.

Font Weight for Organization Window Option

The Bold Font for Organization Window option stores the setting for bold face that you specify in the Preferences dialog box in the Entities module. *Orgbold* is 700 if text appears in bold, or 400 if it does not. For more information, see Set Organization Options on page 185.

Font Style for Organization Window Option

The Italic Font for Organization Window option stores the setting for italic that you specify in the Preferences dialog box in the Entities module. *Orgitalic* is 1 if text appears in italic, or zero if it does not. For more information, see Set Organization Options on page 185.

Display ID or Description for Organization Window Option

The Display ID or Description for Organization Window option stores the setting for IDs that you specify in the Preferences dialog box in the Entities module. *Orgname* is 1 if the ID appears, or zero if the description appears. For more information, see Set Organization Options on page 185.

Sample HYPENT.INI File

```
[DEFAULT]
UserID=ADMIN
ExecuteExcel=No
AppID=TAX
ConsolidateTimer=No
DatabaseLoadTimer=No
ScaleHPVAL=No
 [DEVTEST]
AppPath=c:\hyp20\tax
```

```
AppDesc=Tax Application
UserID=JOE
Category=0
Period0=0
Period1=0
Period2=0
Period3=-1
Period4=-1
Period5=-1
Period6=-1
Period7=-1
Period20=-1
Period9=-1
Period10=-1
Period11=-1
Period12=-1
Period13=-1
Period14=-1
Period15=-1
Period16=-1
Period17=-1
Period120=-1
Period19=-1
Period20=-1
Period21=-1
Period22=-1
Period23=-1
Account=1310720
Schedule=0
UserPath=c:\hyp20\tax
```

D

```
DeleteErrorLog=YES

Color0=255,255,0

Color1=255,255,255

Color2=255,255,255

Color3=0,0,0

Color4=0,0,0

Color5=255,255,0

Color6=0,0,0

Color7=255,255,255

Color20=0,0,0

Color9=192,192,192

Color10=255,255,255

Color11=0,0,0

Color12=0,0,0

Color13=255,255,255

Color14=0,0,0

Color15=192,192,192

Color16=0,0,0

Color17=255,255,0

Color120=0,0,0

Color19=255,255,255

Color20=0,0,0

Color21=255,255,255

Color22=0,0,0

Color23=192,192,192

Color24=0,0,0

Color25=255,255,0

Color26=0,0,0

Color27=255,255,0

Color220=0,0,0
```

```
Color29=255,255,0

Color30=0,0,0

Color31=0,0,0

Color32=255,255,255

Color33=0,0,0

Color34=0,0,0

Color35=255,255,255

EnterKey=Nextrow

SaveChanges=Yes

OrgPrefFontSize=100

OrgPrefFaceName=Helvetica

OrgPrefWeight=700

OrgPrefItalic=0

Entity16=-1

Entity17=32

Entity120=-1

Entity19=-1

Entity20=-1

Entity21=-1

Entity22=-1

Entity23=-1

ErrorMode=1

Organization=11

Entity0=-1

Entity1=-1

Entity2=-1

Entity3=-1

Entity4=-1

Entity5=-1

Entity6=25
```

D

```
Entity7=-1
Entity20=201
Entity9=-1
Entity10=-1
Entity11=16
Entity12=-1
Entity13=-1
Entity14=-1
Entity15=-1
```

Calendar Files

The calendar file defines the relationships between the frequencies in an application. You can change the calendar file for an application, and you can modify a calendar file using a text editor. For a sample calendar file, see Sample Calendar File on page 453.

CAUTION: Before you edit a calendar file, make a copy of it and contact your Hyperion Consultant.

Calendar File Format

The information in a calendar file is separated into frequency sections. Each frequency section begins with a header that defines the frequency. Beneath the frequency header are the definitions for each period within the frequency. The frequency sections appear in order from the frequency with the most periods per year to the frequency with the fewest periods per year. For information on frequency headers, see Frequency Headers on page 451. For information on period lines, see Period Lines on page 452.

The structure of each frequency depends on the structures of the other frequencies in the application. If you change any information about one frequency or period, other frequencies and periods will likely be affected.

Note: You can change or edit the calendar file before you create the application. After you build the application, you cannot change or edit the calendar file because the system already has it in use.

Frequency Headers

Each frequency section has a header line that contains the information Hyperion Enterprise needs to build its frequency structures. When you define a frequency, use this format:

Freq, ID, Description, Periods, Start, Year

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Where...	Is...
Freq	The number of the frequency's position. Frequency 1 has the largest number of periods, frequency 2 has the second-largest number of periods.
ID	A one-character ID for the frequency.
Description	A detailed description of up to 10 characters.
Periods	The total number of periods in a year for that frequency. For information on period lines, see Period Lines on page 452.
Start	The period in which the next calendar year starts for that frequency.
Year	F for a fiscal year, or C for a calendar year.

For example, this frequency header from the LOADAPR.PER file defines the Monthly frequency:

```
3,M,Monthly,12,10,F
```

The frequency header defines these attributes:

- Monthly is the third frequency.

- M is the ID that the system uses to identify the frequency.

- There are 12 periods in the frequency.

- The next calendar year begins in the 10th period of the frequency.

- The frequency is based on a fiscal year.

For a sample calendar file, see Sample Calendar File on page 453. For information on the calendar file format, see Calendar File Format on page 450.

Period Lines

Each frequency section contains a number of lines that contain the information Hyperion Enterprise uses to separate the frequencies into periods. Period lines define the period in relation to periods in each of the other frequencies. For example, each quarterly period is defined by the day, week, month, trimester, half-year, and year in which it ends. When you define a period, use this format:

ID, Description, Per1, ... Pern

Where...	Is...
ID	The ID that appears in the column headings in the Data Entry, Database, Consolidation, and Reports windows.
Description	A detailed description of up to 10 characters for the period.
Per1	The period in Frequency 1 that marks the end of the period being defined.
Pern	The period in the last frequency that marks the end of the period being defined.

For example in the LOADJAN.PER file, this period line defines the fourth month, April:

```
APR,April, 85,17,4,2,1,1,1
```

The end of the monthly period April corresponds with the following periods of the other frequencies:

- 85th day

- 17th week

- 4th month

- 2nd quarter

- 1st trimester

- 1st half-year

- 1st year

For a sample calendar file, see Sample Calendar File on page 453. For information on the calendar file format, see Calendar File Format on page 450.

Note: Half-years and quarters do not map to trimesters. Zeros replace the corresponding periods.

Sample Calendar File

Here is the LOADAPR.PER file. The lines are explained in detail after the sample file.

```
1,D,Daily,260,196,F

D1 ,Day 1 , 1, 1, 1,1,1,1,1

D2 ,Day 2 , 2, 1, 1,1,1,1,1

D3 ,Day 3 , 3, 1, 1,1,1,1,1

D4 ,Day 4 , 4, 1, 1,1,1,1,1

D5 ,Day 5 , 5, 1, 1,1,1,1,1

D6 ,Day 6 , 6, 2, 1,1,1,1,1

D7 ,Day 7 , 7, 2, 1,1,1,1,1

D8 ,Day 8 , 8, 2, 1,1,1,1,1

D9 ,Day 9 , 9, 2, 1,1,1,1,1

D10 ,Day 10 , 10, 2, 1,1,1,1,1

D11 ,Day 11 , 11, 3, 1,1,1,1,1

D12 ,Day 12 , 12, 3, 1,1,1,1,1

D13 ,Day 13 , 13, 3, 1,1,1,1,1

D14 ,Day 14 , 14, 3, 1,1,1,1,1

D15 ,Day 15 , 15, 3, 1,1,1,1,1

D16 ,Day 16 , 16, 4, 1,1,1,1,1

D17 ,Day 17 , 17, 4, 1,1,1,1,1

D18 ,Day 18 , 18, 4, 1,1,1,1,1

D19 ,Day 19 , 19, 4, 1,1,1,1,1
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D

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D20 ,Day 20 , 20, 4, 1,1,1,1,1
D21 ,Day 21 , 21, 5, 2,1,1,1,1
D22 ,Day 22 , 22, 5, 2,1,1,1,1
D23 ,Day 23 , 23, 5, 2,1,1,1,1
D24 ,Day 24 , 24, 5, 2,1,1,1,1
D25 ,Day 25 , 25, 5, 2,1,1,1,1
D26 ,Day 26 , 26, 6, 2,1,1,1,1
D27 ,Day 27 , 27, 6, 2,1,1,1,1
D28 ,Day 28 , 28, 6, 2,1,1,1,1
D29 ,Day 29 , 29, 6, 2,1,1,1,1
D30 ,Day 30 , 30, 6, 2,1,1,1,1
D31 ,Day 31 , 31, 7, 2,1,1,1,1
D32 ,Day 32 , 32, 7, 2,1,1,1,1
D33 ,Day 33 , 33, 7, 2,1,1,1,1
D34 ,Day 34 , 34, 7, 2,1,1,1,1
D35 ,Day 35 , 35, 7, 2,1,1,1,1
D36 ,Day 36 , 36, 8, 2,1,1,1,1
D37 ,Day 37 , 37, 8, 2,1,1,1,1
D38 ,Day 38 , 38, 8, 2,1,1,1,1
D39 ,Day 39 , 39, 8, 2,1,1,1,1
D40 ,Day 40 , 40, 8, 2,1,1,1,1
D41 ,Day 41 , 41, 9, 3,1,1,1,1
D42 ,Day 42 , 42, 9, 3,1,1,1,1
D43 ,Day 43 , 43, 9, 3,1,1,1,1
D44 ,Day 44 , 44, 9, 3,1,1,1,1
D45 ,Day 45 , 45, 9, 3,1,1,1,1
D46 ,Day 46 , 46,10, 3,1,1,1,1
D47 ,Day 47 , 47,10, 3,1,1,1,1
D48 ,Day 48 , 48,10, 3,1,1,1,1
D49 ,Day 49 , 49,10, 3,1,1,1,1
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D50 ,Day 50 , 50,10, 3,1,1,1,1

D51 ,Day 51 , 51,11, 3,1,1,1,1

D52 ,Day 52 , 52,11, 3,1,1,1,1

D53 ,Day 53 , 53,11, 3,1,1,1,1

D54 ,Day 54 , 54,11, 3,1,1,1,1

D55 ,Day 55 , 55,11, 3,1,1,1,1

D56 ,Day 56 , 56,12, 3,1,1,1,1

D57 ,Day 57 , 57,12, 3,1,1,1,1

D58 ,Day 58 , 58,12, 3,1,1,1,1

D59 ,Day 59 , 59,12, 3,1,1,1,1

D60 ,Day 60 , 60,12, 3,1,1,1,1

D61 ,Day 61 , 61,13, 3,1,1,1,1

D62 ,Day 62 , 62,13, 3,1,1,1,1

D63 ,Day 63 , 63,13, 3,1,1,1,1

D64 ,Day 64 , 64,13, 3,1,1,1,1

D65 ,Day 65 , 65,13, 3,1,1,1,1

D66 ,Day 66 , 66,14, 4,2,1,1,1

D67 ,Day 67 , 67,14, 4,2,1,1,1

D68 ,Day 68 , 68,14, 4,2,1,1,1

D69 ,Day 69 , 69,14, 4,2,1,1,1

D70 ,Day 70 , 70,14, 4,2,1,1,1

D71 ,Day 71 , 71,15, 4,2,1,1,1

D72 ,Day 72 , 72,15, 4,2,1,1,1

D73 ,Day 73 , 73,15, 4,2,1,1,1

D74 ,Day 74 , 74,15, 4,2,1,1,1

D75 ,Day 75 , 75,15, 4,2,1,1,1

D76 ,Day 76 , 76,16, 4,2,1,1,1

D77 ,Day 77 , 77,16, 4,2,1,1,1

D78 ,Day 78 , 78,16, 4,2,1,1,1

D79 ,Day 79 , 79,16, 4,2,1,1,1
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D

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D80 ,Day 80 , 80,16, 4,2,1,1,1
D81 ,Day 81 , 81,17, 4,2,1,1,1
D82 ,Day 82 , 82,17, 4,2,1,1,1
D83 ,Day 83 , 83,17, 4,2,1,1,1
D84 ,Day 84 , 84,17, 4,2,1,1,1
D85 ,Day 85 , 85,17, 4,2,1,1,1
D86 ,Day 86 , 86,18, 5,2,2,1,1
D87 ,Day 87 , 87,18, 5,2,2,1,1
D88 ,Day 88 , 88,18, 5,2,2,1,1
D89 ,Day 89 , 89,18, 5,2,2,1,1
D90 ,Day 90 , 90,18, 5,2,2,1,1
D91 ,Day 91 , 91,19, 5,2,2,1,1
D92 ,Day 92 , 92,19, 5,2,2,1,1
D93 ,Day 93 , 93,19, 5,2,2,1,1
D94 ,Day 94 , 94,19, 5,2,2,1,1
D95 ,Day 95 , 95,19, 5,2,2,1,1
D96 ,Day 96 , 96,20, 5,2,2,1,1
D97 ,Day 97 , 97,20, 5,2,2,1,1
D98 ,Day 98 , 98,20, 5,2,2,1,1
D99 ,Day 99 , 99,20, 5,2,2,1,1
D100,Day 100,100,20, 5,2,2,1,1
D101,Day 101,101,21, 5,2,2,1,1
D102,Day 102,102,21, 5,2,2,1,1
D103,Day 103,103,21, 5,2,2,1,1
D104,Day 104,104,21, 5,2,2,1,1
D105,Day 105,105,21, 5,2,2,1,1
D106,Day 106,106,22, 6,2,2,1,1
D107,Day 107,107,22, 6,2,2,1,1
D108,Day 108,108,22, 6,2,2,1,1
D109,Day 109,109,22, 6,2,2,1,1
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D110,Day 110,110,22, 6,2,2,1,1
D111,Day 111,111,23, 6,2,2,1,1
D112,Day 112,112,23, 6,2,2,1,1
D113,Day 113,113,23, 6,2,2,1,1
D114,Day 114,114,23, 6,2,2,1,1
D115,Day 115,115,23, 6,2,2,1,1
D116,Day 116,116,24, 6,2,2,1,1
D117,Day 117,117,24, 6,2,2,1,1
D118,Day 118,118,24, 6,2,2,1,1
D119,Day 119,119,24, 6,2,2,1,1
D120,Day 120,120,24, 6,2,2,1,1
D121,Day 121,121,25, 6,2,2,1,1
D122,Day 122,122,25, 6,2,2,1,1
D123,Day 123,123,25, 6,2,2,1,1
D124,Day 124,124,25, 6,2,2,1,1
D125,Day 125,125,25, 6,2,2,1,1
D126,Day 126,126,26, 6,2,2,1,1
D127,Day 127,127,26, 6,2,2,1,1
D128,Day 128,128,26, 6,2,2,1,1
D129,Day 129,129,26, 6,2,2,1,1
D130,Day 130,130,26, 6,2,2,1,1
D131,Day 131,131,27, 7,3,2,2,1
D132,Day 132,132,27, 7,3,2,2,1
D133,Day 133,133,27, 7,3,2,2,1
D134,Day 134,134,27, 7,3,2,2,1
D135,Day 135,135,27, 7,3,2,2,1
D136,Day 136,136,28, 7,3,2,2,1
D137,Day 137,137,28, 7,3,2,2,1
D138,Day 138,138,28, 7,3,2,2,1
D139,Day 139,139,28, 7,3,2,2,1
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D

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D140,Day 140,140,28, 7,3,2,2,1
D141,Day 141,141,29, 7,3,2,2,1
D142,Day 142,142,29, 7,3,2,2,1
D143,Day 143,143,29, 7,3,2,2,1
D144,Day 144,144,29, 7,3,2,2,1
D145,Day 145,145,29, 7,3,2,2,1
D146,Day 146,146,30, 7,3,2,2,1
D147,Day 147,147,30, 7,3,2,2,1
D148,Day 148,148,30, 7,3,2,2,1
D149,Day 149,149,30, 7,3,2,2,1
D150,Day 150,150,30, 7,3,2,2,1
D151,Day 151,151,31, 8,3,2,2,1
D152,Day 152,152,31, 8,3,2,2,1
D153,Day 153,153,31, 8,3,2,2,1
D154,Day 154,154,31, 8,3,2,2,1
D155,Day 155,155,31, 8,3,2,2,1
D156,Day 156,156,32, 8,3,2,2,1
D157,Day 157,157,32, 8,3,2,2,1
D158,Day 158,158,32, 8,3,2,2,1
D159,Day 159,159,32, 8,3,2,2,1
D160,Day 160,160,32, 8,3,2,2,1
D161,Day 161,161,33, 8,3,2,2,1
D162,Day 162,162,33, 8,3,2,2,1
D163,Day 163,163,33, 8,3,2,2,1
D164,Day 164,164,33, 8,3,2,2,1
D165,Day 165,165,33, 8,3,2,2,1
D166,Day 166,166,34, 8,3,2,2,1
D167,Day 167,167,34, 8,3,2,2,1
D168,Day 168,168,34, 8,3,2,2,1
D169,Day 169,169,34, 8,3,2,2,1
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D170,Day 170,170,34, 8,3,2,2,1
D171,Day 171,171,35, 9,3,3,2,1
D172,Day 172,172,35, 9,3,3,2,1
D173,Day 173,173,35, 9,3,3,2,1
D174,Day 174,174,35, 9,3,3,2,1
D175,Day 175,175,35, 9,3,3,2,1
D176,Day 176,176,36, 9,3,3,2,1
D177,Day 177,177,36, 9,3,3,2,1
D178,Day 178,178,36, 9,3,3,2,1
D179,Day 179,179,36, 9,3,3,2,1
D180,Day 180,180,36, 9,3,3,2,1
D181,Day 181,181,37, 9,3,3,2,1
D182,Day 182,182,37, 9,3,3,2,1
D183,Day 183,183,37, 9,3,3,2,1
D184,Day 184,184,37, 9,3,3,2,1
D185,Day 185,185,37, 9,3,3,2,1
D186,Day 186,186,38, 9,3,3,2,1
D187,Day 187,187,38, 9,3,3,2,1
D188,Day 188,188,38, 9,3,3,2,1
D189,Day 189,189,38, 9,3,3,2,1
D190,Day 190,190,38, 9,3,3,2,1
D191,Day 191,191,39, 9,3,3,2,1
D192,Day 192,192,39, 9,3,3,2,1
D193,Day 193,193,39, 9,3,3,2,1
D194,Day 194,194,39, 9,3,3,2,1
D195,Day 195,195,39, 9,3,3,2,1
D196,Day 196,196,40,10,4,3,2,1
D197,Day 197,197,40,10,4,3,2,1
D198,Day 198,198,40,10,4,3,2,1
D199,Day 199,199,40,10,4,3,2,1
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D

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D200,Day 200,200,40,10,4,3,2,1
D201,Day 201,201,41,10,4,3,2,1
D202,Day 202,202,41,10,4,3,2,1
D203,Day 203,203,41,10,4,3,2,1
D204,Day 204,204,41,10,4,3,2,1
D205,Day 205,205,41,10,4,3,2,1
D206,Day 206,206,42,10,4,3,2,1
D207,Day 207,207,42,10,4,3,2,1
D208,Day 208,208,42,10,4,3,2,1
D209,Day 209,209,42,10,4,3,2,1
D210,Day 210,210,42,10,4,3,2,1
D211,Day 211,211,43,10,4,3,2,1
D212,Day 212,212,43,10,4,3,2,1
D213,Day 213,213,43,10,4,3,2,1
D214,Day 214,214,43,10,4,3,2,1
D215,Day 215,215,43,10,4,3,2,1
D216,Day 216,216,44,11,4,3,2,1
D217,Day 217,217,44,11,4,3,2,1
D218,Day 218,218,44,11,4,3,2,1
D219,Day 219,219,44,11,4,3,2,1
D220,Day 220,220,44,11,4,3,2,1
D221,Day 221,221,45,11,4,3,2,1
D222,Day 222,222,45,11,4,3,2,1
D223,Day 223,223,45,11,4,3,2,1
D224,Day 224,224,45,11,4,3,2,1
D225,Day 225,225,45,11,4,3,2,1
D226,Day 226,226,46,11,4,3,2,1
D227,Day 227,227,46,11,4,3,2,1
D228,Day 228,228,46,11,4,3,2,1
D229,Day 229,229,46,11,4,3,2,1
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D230,Day 230,230,46,11,4,3,2,1
D231,Day 231,231,47,11,4,3,2,1
D232,Day 232,232,47,11,4,3,2,1
D233,Day 233,233,47,11,4,3,2,1
D234,Day 234,234,47,11,4,3,2,1
D235,Day 235,235,47,11,4,3,2,1
D236,Day 236,236,48,12,4,3,2,1
D237,Day 237,237,48,12,4,3,2,1
D238,Day 238,238,48,12,4,3,2,1
D239,Day 239,239,48,12,4,3,2,1
D240,Day 240,240,48,12,4,3,2,1
D241,Day 241,241,49,12,4,3,2,1
D242,Day 242,242,49,12,4,3,2,1
D243,Day 243,243,49,12,4,3,2,1
D244,Day 244,244,49,12,4,3,2,1
D245,Day 245,245,49,12,4,3,2,1
D246,Day 246,246,50,12,4,3,2,1
D247,Day 247,247,50,12,4,3,2,1
D248,Day 248,248,50,12,4,3,2,1
D249,Day 249,249,50,12,4,3,2,1
D250,Day 250,250,50,12,4,3,2,1
D251,Day 251,251,51,12,4,3,2,1
D252,Day 252,252,51,12,4,3,2,1
D253,Day 253,253,51,12,4,3,2,1
D254,Day 254,254,51,12,4,3,2,1
D255,Day 255,255,51,12,4,3,2,1
D256,Day 256,256,52,12,4,3,2,1
D257,Day 257,257,52,12,4,3,2,1
D258,Day 258,258,52,12,4,3,2,1
D259,Day 259,259,52,12,4,3,2,1
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D

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D260,Day 260,260,52,12,4,3,2,1


2,W,Weekly,52,40,F
W1 ,Week 1, 5, 1, 1,1,1,1,1
W2 ,Week 2, 10, 2, 1,1,1,1,1
W3 ,Week 3, 15, 3, 1,1,1,1,1
W4 ,Week 4, 20, 4, 1,1,1,1,1
W5 ,Week 5, 25, 5, 2,1,1,1,1
W6 ,Week 6, 30, 6, 2,1,1,1,1
W7 ,Week 7, 35, 7, 2,1,1,1,1
W8 ,Week 8, 40, 8, 2,1,1,1,1
W9 ,Week 9, 45, 9, 3,1,1,1,1
W10,Week 10, 50,10, 3,1,1,1,1
W11,Week 11, 55,11, 3,1,1,1,1
W12,Week 12, 60,12, 3,1,1,1,1
W13,Week 13, 65,13, 3,1,1,1,1
W14,Week 14, 70,14, 4,2,1,1,1
W15,Week 15, 75,15, 4,2,1,1,1
W16,Week 16, 80,16, 4,2,1,1,1
W17,Week 17, 85,17, 4,2,1,1,1
W18,Week 18, 90,18, 5,2,2,1,1
W19,Week 19, 95,19, 5,2,2,1,1
W20,Week 20,100,20, 5,2,2,1,1
W21,Week 21,105,21, 5,2,2,1,1
W22,Week 22,110,22, 6,2,2,1,1
W23,Week 23,115,23, 6,2,2,1,1
W24,Week 24,120,24, 6,2,2,1,1
W25,Week 25,125,25, 6,2,2,1,1
W26,Week 26,130,26, 6,2,2,1,1
W27,Week 27,135,27, 7,3,2,2,1
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W28,Week 28,140,28, 7,3,2,2,1
W29,Week 29,145,29, 7,3,2,2,1
W30,Week 30,150,30, 7,3,2,2,1
W31,Week 31,155,31, 8,3,2,2,1
W32,Week 32,160,32, 8,3,2,2,1
W33,Week 33,165,33, 8,3,2,2,1
W34,Week 34,170,34, 8,3,2,2,1
W35,Week 35,175,35, 9,3,3,2,1
W36,Week 36,180,36, 9,3,3,2,1
W37,Week 37,185,37, 9,3,3,2,1
W38,Week 38,190,38, 9,3,3,2,1
W39,Week 39,195,39, 9,3,3,2,1
W40,Week 40,200,40,10,4,3,2,1
W41,Week 41,205,41,10,4,3,2,1
W42,Week 42,210,42,10,4,3,2,1
W43,Week 43,215,43,10,4,3,2,1
W44,Week 44,220,44,11,4,3,2,1
W45,Week 45,225,45,11,4,3,2,1
W46,Week 46,230,46,11,4,3,2,1
W47,Week 47,235,47,11,4,3,2,1
W48,Week 48,240,48,12,4,3,2,1
W49,Week 49,245,49,12,4,3,2,1
W50,Week 50,250,50,12,4,3,2,1
W51,Week 51,255,51,12,4,3,2,1
W52,Week 52,260,52,12,4,3,2,1


3,M,Monthly,12,10,C


APR,April,   20, 4, 1,1,1,1,1
MAY,May,    40, 8, 2,1,1,1,1
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D

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JUN,June,    65,13, 3,1,1,1,1
JLY,July,    85,17, 4,2,1,1,1
AUG,August,  105,21, 5,2,2,1,1
SEP,September, 130,26, 6,2,2,1,1
OCT,October,  150,30, 7,3,2,2,1
NOV,November, 170,34, 8,3,2,2,1
DEC,December, 195,39, 9,3,3,2,1
JAN,January,  215,43,10,4,3,2,1
FEB,February, 235,47,11,4,3,2,1
MAR,March,    260,52,12,4,3,2,1


4,Q,Quarterly,4,4,F


Q1,1st Quarter, 65,13, 3,1,0,1,1
Q2,2nd Quarter,130,26, 6,2,0,1,1
Q3,3rd Quarter,195,39, 9,3,0,2,1
Q4,4th Quarter,260,52,12,4,0,2,1


5,T,Trimester,3,3,F


T1,1st Trimester, 85,17, 4,0,1,0,1
T2,2nd Trimester,170,34, 8,0,2,0,1
T3,3rd Trimester,260,52,12,0,3,0,1


6,H,Half-Yearly,2,2,F


HY1,Half-Year 1,130,26, 6,2,0,1,1
HY2,Half-Year 2,260,52,12,4,0,2,1


7,Y,Yearly,1,2,F
```

```
Y,Yearly,260,52,12,4,3,2,1
```

Daily Frequency Header

This header defines the Daily frequency:

```
1,D,Daily,260,196,f
```

The entry...	Indicates...
1	Frequency #1, the frequency with the largest number of periods per year.
D	The short ID is D.
Daily	The long description is Daily.
260	There are 260 periods per year in this frequency.
196	The next calendar year begins in the 196th period of this frequency.
F	The frequency is based on a fiscal year.

Weekly Frequency Header

This header defines the Weekly frequency:

```
2,W,Weekly,52,40,F
```

The entry...	Indicates...
2	Frequency #2, the frequency with the second-largest number of periods per year.
W	The short ID is W.
Weekly	The long description is Weekly.
52	There are 52 periods per year in this frequency.
40	The next calendar year begins in the 40th period of this frequency.
F	The frequency is based on a fiscal year.

D

Monthly Frequency Header

This header defines the Monthly frequency:

3,M,Monthly,12,10,C

The entry...	Indicates...
3	Frequency #3, the frequency with the third-largest number of periods per year.
M	The short ID is M.
Monthly	The long description is Monthly.
12	There are 12 periods per year in this frequency.
10	The next calendar year begins in the 10th period of this frequency.
F	The frequency is based on a fiscal year.

Quarterly Frequency Header

This header defines the Quarterly frequency:

```
4,Q,Quarterly,4,4,F
```

The entry...	Indicates...
4	Frequency #4, the frequency with the fourth-largest number of periods per year.
Q	The short ID is Q.
Quarterly	The long description is Quarterly.
4	There are four periods per year in this frequency.
4	The next calendar year begins in the fourth period of this frequency.
F	The frequency is based on a fiscal year.

Trimester Frequency Header

This header defines the Trimester frequency:

```
5,T,Trimester,3,3,F
```

The entry...	Indicates...
5	Frequency #5, the frequency with the fifth-largest number of periods per year.
T	The short ID is T.
Trimester	The long description is Trimester.
3	There are three periods per year in this frequency.
3	The next calendar year begins in the third period of this frequency.
F	The frequency is based on a fiscal year.

Half-Yearly Frequency Header

This header defines the Half-Yearly frequency:

```
6,H,Half-Yearly,2,2,F
```

The entry...	Indicates...
6	Frequency #6, the frequency with the sixth-largest number of periods per year.
H	The short Id is H.
Half-Yearly	The long description is Half-Yearly.
2	There are two periods per year in this frequency.
2	The next calendar year begins in the second period of this frequency.
F	The frequency is based on a fiscal year.

Yearly Frequency Header

This header defines the Yearly frequency:

```
7,Y,Yearly,1,2,F
```

The entry...	Indicates...
7	Frequency #7, the frequency with the seventh-largest number of periods per year.
Y	The short ID is D.
Yearly	The long description is Yearly.
1	There is one period per year in this frequency.
1	The next calendar year begins in the first period of this frequency.
F	The frequency is based on a fiscal year.

Day 1 Period

This line defines Day 1:

```
D1, Day 1, 1, 1, 1, 1, 1, 1,1
```

The entry...	Indicates...
D1	The period's short ID is D1.
Day 1	The period's long description is Day 1.
1	The end of the period corresponds with the first day.
1	The end of the period corresponds with the first week.
1	The end of the period corresponds with the first month.
1	The end of the period corresponds with the first quarter.
1	The end of the period corresponds with the first trimester.
1	The end of the period corresponds with the first half-year.
1	The end of the period corresponds with the first year.

Day 106 Period

This line defines Day 106:

```
D106, Day 106, 106, 22, 6, 2, 2, 1, 1
```

The entry...	Indicates...
D106	The period's short ID is D106.
Day 106	The period's long description is Day 106.
106	The end of the period corresponds with the 106th day.
22	The end of the period corresponds with the 22nd week.
6	The end of the period corresponds with the sixth month.
2	The end of the period corresponds with the second quarter.
2	The end of the period corresponds with the second trimester.
1	The end of the period corresponds with the first half-year.
1	The end of the period corresponds with the first year.

Day 197 Period

This line defines Day 197:

```
D197, Day 197, 197, 40, 10, 4, 3, 2, 1
```

The entry...	Indicates...
D197	The period's short ID is D197.
Day 197	The period's long description is Day 197.
197	The end of the period corresponds with the 197th day.
40	The end of the period corresponds with the 40th week.
10	The end of the period corresponds with the 10th month.
4	The end of the period corresponds with the fourth quarter.

D

3	The end of the period corresponds with the third trimester.
2	The end of the period corresponds with the second half-year.
1	The end of the period corresponds with the first year.

Week 5 Period

This line defines Week 5:

```
W5, Week 5, 25, 5, 2, 1, 1, 1, 1
```

The entry...	Indicates...
W5	The period's short ID is W5.
Week 5	The period's long description is Week 5.
25	The end of the period corresponds with the 25th day.
5	The end of the period corresponds with the fifth week.
2	The end of the period corresponds with the second month.
1	The end of the period corresponds with the first quarter.
1	The end of the period corresponds with the first trimester.
1	The end of the period corresponds with the first half-year.
1	The end of the period corresponds with the first year.

Week 42 Period

This line defines Week 42:

```
W42, Week 42, 210, 42, 10, 4, 3, 2, 1
```

The entry...	Indicates...
W42	The period's short ID is W42.
Week 42	The period's long description is Week 42.
210	The end of the period corresponds with the 210th day.
42	The end of the period corresponds with the 42nd week.
10	The end of the period corresponds with the 10th month.
4	The end of the period corresponds with the fourth quarter.
3	The end of the period corresponds with the third trimester.
2	The end of the period corresponds with the second half-year.
1	The end of the period corresponds with the first year.

June Period

This line defines June:

```
JUN, June, 65, 13, 3, 1, 1, 1, 1
```

The entry...	Indicates...
JUN	The period's short ID is JUN.
June	The period's long description is June.
65	The end of the period corresponds with the 65th day.
13	The end of the period corresponds with the 13th week.
3	The end of the period corresponds with the third month.
1	The end of the period corresponds with the first quarter.
1	The end of the period corresponds with the first trimester.

The entry...	Indicates...
1	The end of the period corresponds with the first half-year.
1	The end of the period corresponds with the first year.

January Period

This line defines January:

```
JAN, January, 215, 43, 10, 4, 3, 2, 1
```

The entry...	Indicates...
JAN	The period's short ID is JAN.
January	The period's long description is January.
215	The end of the period corresponds with the 215th day.
43	The end of the period corresponds with the 43rd week.
10	The end of the period corresponds with the 10th month.
4	The end of the period corresponds with the fourth quarter.
3	The end of the period corresponds with the third trimester.
2	The end of the period corresponds with the second half-year.
1	The end of the period corresponds with the first year.

2nd Quarter Period

This line defines the 2nd Quarter:

```
Q2, 2nd Quarter, 130, 26, 6, 2, 0, 1, 1
```

The entry...	Indicates...
Q2	The period's short ID is Q2.
2nd Quarter	The period's long description is 2nd Quarter.

130	The end of the period corresponds with the 130th day.
26	The end of the period corresponds with the 26th week.
6	The end of the period corresponds with the sixth month.
2	The end of the period corresponds with the second quarter.
0	The end of the period does not correspond with a trimester.
1	The end of the period corresponds with the first half-year.
1	The end of the period corresponds with the first year.

3rd Trimester Period

This line defines the 3rd Trimester:

```
T3, 3rd Trimester, 260, 52, 12, 0, 3, 2, 1
```

The entry...	Indicates...
T3	The period's short ID is T3.
3rd Trimester	The period's long description is third Trimester.
260	The end of the period corresponds with the 260th day.
52	The end of the period corresponds with the 52nd week.
12	The end of the period corresponds with the 12th month.
0	The end of the period does not correspond with a quarter.
3	The end of the period corresponds with the third trimester.
2	The end of the period does not correspond with a half-year.
1	The end of the period corresponds with the first year.

Half-Year 1 Period

This line defines Half-Year 1:

```
H1, Half-Year 1, 130, 26, 6, 2, 0, 1, 1
```

The entry...	Indicates...
H1	The period's short ID is H1.
Half-Year 1	The period's long description is Half-Year 1.
130	The end of the period corresponds with the 130th day.
26	The end of the period corresponds with the 26th week.
6	The end of the period corresponds with the sixth month.
2	The end of the period corresponds with the second quarter.
0	The end of the period does not correspond with a trimester.
1	The end of the period corresponds with the first half-year.
1	The end of the period corresponds with the first year.

```
Yearly Period
```

This line defines Yearly:

```
Y, Yearly, 260, 52, 12, 4, 3, 2, 1
```

The entry...	Indicates...
Y	The period's short ID is Y.
Yearly	The period's long description is Yearly.
260	The end of the period corresponds with the 260th day.
52	The end of the period corresponds with the 52nd week.
12	The end of the period corresponds with the 12th month.
4	The end of the period corresponds with the fourth quarter.

The entry...	Indicates...
3	The end of the period corresponds with the third trimester.
2	The end of the period corresponds with the second half-year.
1	The end of the period corresponds with the first year.

Application Load and Extract Files

D

You extract application elements from an application to create ASCII text files. You can then use the application text files to load application elements into applications that you are setting up or rebuilding.

You can store all application element definitions for an application in one file, or you can store definitions for different elements in separate files. For example, you can have one file that contains category definitions and another that contains definitions of account groups, subaccount tables, and other application elements that you set up in the Accounts module.

An application file is divided into sections that contain different types of application element definitions. This type of file can include a section for category definitions, organization definitions, each account group, and so on.

Sample syntax files in Microsoft Excel are provided as part of the Hyperion Enterprise installation. A sample System Extract file (ASCIIFMT.XLS) and Journal file (ASCIIJES.XLS) are located in the Hyperion Enterprise directory where you installed the Hyperion Enterprise executable file.

Code Section

An application file can have only one code section, which defines all the codes for an application. When you extract codes from an application, the system saves all the code definitions in the code section of the application text file.

When you load an application file with a code section, the code definitions in the file replace any existing code definitions in the application. The Code section must appear before any other sections in the application file.

A code section must use the following format, which the system uses when you load or extract formulas:

[CODES]

Code **!***Description* **!***Security* **!***Accountype* **!***Entitytype* **!***Methodtype* **!***Journaltype*
Code **!***Description* **!***Security* **!***Accountype* **!***Entitytype* **!***Methodtype* **!***Journaltype*
.. .. ..
.. .. ..
.. .. ..
Code **!***Description* **!***Security* **!***Accountype* **!***Entitytype* **!***Methodtype* **!***Journaltype*

Where...	Is...
Code	A code ID of up to 20 characters.
Description	The code's description of up to 40 characters.
Security	The security class assigned to the code.
Accountype	A definition that indicates whether the code is available for accounts. An X indicates an account code; blank indicates that it is not.
Entitytype	A definition that indicates whether the code is available for entities. An X indicates an entity code; blank indicates that it is not.
Methodtype	A definition that indicates whether the code is available for methods. An X indicates a method code; blank indicates that it is not.
Journaltype	A definition that indicates whether the code is available for journals. An X indicates journals code; blank indicates that it is not.

Here is an example of a code section:

```
[CODES]
ACCOUNT1!Code 1 for accts!MAXIMUM!X !!!
WEST!WestDiv Reporting!MANAGER!!X!!
YEAREND!Year end journals!USER_3!!!!X
```

In the previous example, Account1 is an account code, West is an entity code, and Yearend is a journal code.

Formulas Section

An application file can have only one formulas section, which defines all the formulas for an application. When you extract methods from an application, all the formula definitions are saved in the formulas section of the application text file.

When you load an application file with a formulas section, the formula definitions in the file replace any existing formula definitions in the application.

If an application file contains a code section, the formulas section must follow the code section. All other sections must appear after the formula section.

A formula method section must use the following format, which the system uses when you load or extract formulas:

[FORMULAS]
Method !*Description* !*Security* !*Type* !*Code*
Method !*Description* !*Security* !*Type* !*Code*
.. .. ..
.. .. ..
.. .. ..
Method !*Description* !*Security* !*Type* !*Code*

Where...	Is...
Method	A formula method ID of up to 20 characters.
Description	The method's description of up to 40 characters.
Security	The security class assigned to the method.
Type	A, T, or C. A indicates a chart method, T indicates a translation method, and C indicates a consolidation method.
Code	A valid 20-character code defined in the system.

The following methods exist in the Formulas Section:

- CHART
- CHARTDSM
- DYNVIEWACCTS

The CHART method is the application's default chart method. The CHARTDSM method is the chart method used for consolidation detail. The DYNVIEWACCTS method is the method used to write formulas for dynamic view accounts.

Here is an example of a formulas section:

```
[FORMULAS]

CHART!Chart method for system !MAXIMUM!A!

CHARTDSM!Chart method for consolidation detail!MAXIMUM!A!

DYNVIEWACCTS!Chart method for dynamic view accounts!MAXIMUM
!A!

CHART1

!Chart method for FASB20 !LOW!A!

CONSOL

!Consolidation method for system !MAXIMUM!C!

CHART2

!Chart method for FASB52!MANAGER!A!

TRANS1

!Translation method for FASB20 !MAXIMUM!T!
```

Category Section

An application load file can have only one category section, which defines all the categories for an application. When you extract categories from an application, all the category definitions are saved in the category section of the application text file. When you load an application file with a category section, the category definitions in the file replace any existing category definitions in the application.

The category section must follow any codes or formulas sections an application may have. All other sections must appear after the category section.

A category section must use the following format, which the system uses when you load or extract category definitions:

[CATEGORY]
Cat **!***Desc* **!***Sec* **!***Freq* **!***View* **!***Scale* **!***Per* **!***Start* **!***Year* **!***Nodata* **!***Path* **!***Prior* **!***Jrn* **!***Restart* **!***Cont* **!***JrnNoData*

Where...	Is...
Cat	A category ID of up to 20 characters.
Desc	The category's description of up to 40 characters.

Where...	Is...
Sec	The security class assigned to the category.
Freq	The category's frequency code, which can be D for daily, W for weekly, M for monthly, Q for quarterly, T for trimesterly, H for half-yearly, or Y for yearly.
View	The category's default data view code, which can be PER for periodic or YTD for year-to-date.
Scale	A single-digit number from 0 to 9 for the category's data display scale, or a space if the category does not use a display scale.
Per	The total number of periods for the category, which can be up to 999.
Start	The ID of the category's starting period, which must be a valid period for the category's frequency.
Year	The year of the category's starting period, using four digits.
Nodata	For flow accounts, ZEROYTD to display year-to-date values for periods with no data or ZEROPER to display zeros for periods with no data. For other accounts, there is a blank space.
Path	The category's data path of up to 1,220 characters. You can specify the complete DOS path manually, or use the @*Data\XXX* format, where *Data* is the application's default data path, and *XXX* is the name of a subdirectory that you want to create below the default data path. If you use the @*Data\XXX* format, any time the application's default data path changes, the category's data path is updated.
Prior	The ID of the prior category, or a space if the category does not use a prior category. You must define the prior category earlier in the Category section.
Jrn	The starting journal number for the category. Used only if Number Journals is automatically selected when the application is created.

D

Where...	Is...
Restart	A definition that indicates whether to restart journal numbering each period in the category. Used only if Number Journals is automatically selected when the application is created.
Cont	A definition that allows contribution and elimination detail to be generated for the specified category.
JrnNoData	A definition that indicates whether to derive data from posted journals as category-to-date or periodic. Type ZEROYTD to display year-to-date values for periods with no data or ZEROPER to display zeros for periods with no data.

Note: If you change the data path for a category that already contains data, you cannot access the existing data.

Here is an example of a category section:

[CATEGORY]

```
LASTYR!Last Year Data !PLANRS !M!YTD!
!12!JAN!1990!ZEROYTD!@DATA\Lastyr!Prior2!1!X!X!
```

Currency Section

An application file can have only one currency section, which defines all the currencies for an application. When you extract currencies from an application, all the application's currency definitions are saved in the currency section of the application text file.

When you load an application file with a currency section, the currency definitions in the file replace any existing currency definitions in the application. If the application file contains any sections related to codes, formulas, or categories, those sections must appear before the currency section. All other sections must appear after the currency section.

The currency section must use the following format, which the system uses when you load or extract currencies:

[CURRENCY]
Currency !*Description* !*Security* !*Operator* !*Symbol*
Currency !*Description* !*Security* !*Operator* !*Symbol*

.. .. ..
.. .. ..
.. .. ..
Currency !*Description* !*Security* !*Operator* !*Symbol*

Where...	Is...
Currency	A currency ID of up to 20 characters.
Description	The currency's description of up to 40 characters.
Security	The security class assigned to the currency.
Operator	An M for multiply if the currency is multiplied by its exchange rate during consolidation, or a D if it is divided.
Symbol	A currency symbol of up to 20 characters.

Here is an example of a currency section with definitions of five currencies:

```
[CURRENCY]
USD!US dollars!MIN !D!$
FF!French francs!MIN !D!
DM!Deutschemarks!MGR5!D!
HK!Hong Kong dollars !MIN !M!
YEN!Japanese yen!MIN !M!Y
```

Subentity Section

An application file can have only one subentity section, which defines all the subentities for an application. When you extract subentities from an application, all the application's subentity definitions are saved in the subentity section of the application text file.

When you load an application file with a subentity section, the subentity definitions in the file replace any existing subentity definitions in the application. If the application file contains any sections related to codes, formulas, categories, or currencies, those sections must appear before the subentity section. All other sections must appear after the subentity section.

A subentity section must follow this syntax, which the system uses when you load or extract subentities:

[SUBENTITY]

Subentity **!***Desc* **!***Security* **!***Currency* **!***Scale* **!***Code* **!***Journflag* **!***Chart*

Subentity **!***Desc* **!***Security* **!***Currency* **!***Scale* **!***Code* **!***Journflag* **!***Chart*

.. .. ..

.. .. ..

.. .. ..

Subentity **!***Desc* **!***Security* **!***Currency* **!***Scale* **!***Code* **!***Journflag* **!***Chart*

Where...	Is...
Subentity	A subentity ID of up to 20 characters.
Desc	The subentity's description of up to 40 characters.
Security	The security class assigned to the currency.
Currency	The ID of the subentity's currency.
Scale	The scale of the subentity. A blank value indicates that the scale is None.
Code	The code assigned to the subentity.
Journflag	Whether the subentity allows journal entries.
Chart	The ID of a formula method to override the application's default chart method for the subentity, or a space if you want to use the default chart method for the subentity.

Here is an example of a subentity section with 11 subentity definitions:

```
[SUBENTITY]

TOTAL!Total!MIN!!USD!0!!!!!CHARTB

TAXADJ!Tax Adjustment !MIN!!USD!0!!X!!!CHARTB

DOLLAR!Dollar Translation !MIN!!USD!0!!!!!

ECU!ECU Translated Co!MIN!!ECU!0!!!!!

BASE!Base Input Component!MIN!!!0!!!!!CHARTB

BASEADJ!Base Adjustment!MIN!!!0!!X!!!CHARTB

TRANS!Translated!MIN!!USD!0!!!!!

INPUT!Base Input Component!MIN!!!0!!!!!CHARTB

DIVTOT!Total Divisions!MGR5!!USD!0!!!!!CHARTB
```

```
DIVA!Division A!MGR5!!USD!0!B!!!X!CHARTB

DIVB!Division B!MGR5!!USD!0!A!!!X!CHARTB
```

If the application file contains blank values in the subentity section, the system uses the values in the following table to fill those values.

If this value is missing...	The system uses this value...
Currency	None
Security	User's Security
Code	None
Scale	None
Journal Flag	Off

Subentity Ownership Section

An application file can have only one subentity ownership section, which defines all relationships between parent subentities and their dependents for an application. When you extract an application's subentity ownership definitions, all the definitions are saved in the subentity ownership section of the application text file.

When you load an application file with a subentity ownership section, the subentity ownership definitions in the file replace any existing subentity ownership definitions in the application. If the application file contains any sections related to codes, formulas, categories, or currencies, or if it contains a subentity section, those sections must appear before the subentity ownership section. All other sections must appear after the subentity ownership section.

Note: Subentity and entity ownership sections must be loaded at the same time.

A subentity ownership section must use the following format, which the system uses when you load or extract subentity ownership definitions:

[SUBOWN]

Parent **!***Dependent* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!%Consol****!***%Control*

Parent **!***Dependent* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!%Consol** **!***%Control*

.. .. ..

.. .. ..

.. .. ..

Parent **!***Dependent* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!***%Consol***!***%Control*

Where...	Is...
Parent	A parent subentity'sID of up to 20 characters. This ID must appear in the Subentity section of the file before you can use it in the subentity ownership section.
Dependent	The dependent subentity's ID of up to 20 characters.
Calc	ADD if the dependent's totals are added to the parent's totals, or SUB if the dependent's totals are subtracted from the parent's totals.
Con	The ID of the method that overrides the default consolidation method for rolling up the dependent subentity's data, or a space if you want to use the default consolidation method.
Tran	The ID of a formula method to override the application's default translation method for the subentity, or a space if you want to use the default translation method for the subentity.
%Owned	The percentage that the parent owns of the entity.
%Consol	The percentage of the entity that consolidates to the parent.
%Control	The percentage of the entity that the parent controls.

Here is an example of a subentity ownership section:

```
[SUBOWN]
PTADJ!TRAN!ADD!CONSOL!TRANS!100!100!100
TRAN!PADJ!ADD!CONSOL!TRANS!100!100!100
PADJ!ADJ!ADD!CONSOL!TRANS!100!100!100
```

Substructure Section

An application file can have only one substructure section, which defines all the substructures for an application. Each definition contains a substructure's ID and description and the ID of its top-level subentity. When you extract an application's substructures, all substructure definitions are saved in the substructure section of the application text file.

When you load an application file with a substructure section, the substructure definitions in the file replace any existing substructure definitions in the application. If the application file contains any sections related to codes, formulas, categories, currencies, or if it contains a subentity section, or a subentity ownership section, those sections must appear before the substructure section. All other sections must appear after the substructure section.

A substructure section must use the following format, which the system uses when you load or extract substructures:

[SUBSTRUCTURE]

Substructure **!***Description* **!***Security* **!***Top*

Substructure **!***Description* **!***Security* **!***Top*

.. .. ..

.. .. ..

.. .. ..

Substructure **!***Description* **!***Security* **!***Top*

Where...	Is...
Substructure	A substructure ID of up to 20 characters.
Description	The substructure's description of up to 40 characters.
Security	The security class assigned to the substructure.
Top	The ID of the substructure's top-level subentity.

Here is an example of a substructure section that contains four substructure definitions:

```
[SUBSTRUCTURE]
ALLTRADJ !All translations/adjustment!CLASS_7 !PTADJ
ADJTRANS !Local adjustments w/transl.!CLASS_7 !TRAN
```

```
ADJUST !Adjustments only !CLASS_7 !PADJ
TRANSL !Translations only!CLASS_7 !TRANONLY
```

Entity Section

An application file can have only one entity section, which defines all the entities for an application. When you extract an application's entities, all entity definitions are saved in the entity section of the application text file.

When you load an application file with an entity section, the entity definitions in the file replace any existing entity definitions in the application. If the application file contains any sections related to codes, formulas, categories, currencies, or subentities, those sections must appear before the entity section. All other sections must appear after the entity section.

The entity section must use the following format, which the system uses when you load or extract entities:

[**ENTITY**]

Ent **!***Desc* **!***Sec* **!***Sub* **!***Curr* **!***Scale* **!***Code* **!***Jrn* **!***Elim* **!***Interco* **!***Cht* **!***Contr* **!***Hldg* **!***Topadj* **!***Topcht*

Ent **!***Desc* **!***Sec* **!***Sub* **!***Curr* **!***Scale* **!***Code* **!***Jrn* **!***Elim* **!***Interco* **!***Cht* **!***Contr* **!***Hldg* **!***Topadj* **!***Topcht*

.. .. ..

.. .. ..

.. .. ..

Ent **!***Desc* **!***Sec* **!***Sub* **!***Curr* **!***Scale* **!***Code* **!***Jrn* **!***Elim* **!***Interco* **!***Cht* **!***Contr* **!***Hldg* **!***Topadj* **!***Topcht*

Where...	Is...
Ent	An entity ID of up to 20 characters without a subentity. The entity ID can be followed by a period and a subentity ID of up to 20 characters.
Desc	The entity's description of up to 40 characters.
Sec	The security class assigned to the entity.
Sub	The ID of the entity's substructure, or a space if the entity has no substructure.

Where...	Is...
Curr	The ID of the entity's currency.
Scale	A one-digit number representing the entity's scale.
Code	Any valid 20 character code.
Jrn	An X if the name allows journal entries, or a space if it does not.
Elim	An X if the entity is used for intercompany eliminations, or a space if it is not.
Interco	An X if the entity is used in an intercompany subaccount table for intercompany matching, or a space if it is not.
Cht	The ID of the formula method that overrides the application's default chart method for the entity, or a space if the entity uses the default chart method.
Contr	An X if contribution detail for the entity is stored.
Hldg	Entity specified as holding company.
Topadj	An X if adjustments for the parent entity is allowed.
Topcht	The chart method to use for parent adjustments.

Here is an example of an entity section with three entity definitions:

```
[ENTITY]

ITALY!Italian Subsidiary!CLASS_7!LIRA !6! ! ! ! !

GERMANY!German Subsidiary !CLASS_6!DM !0! ! ! ! !

BENELUX!Belg-Neth-Lux Sub !CLASS_7!TRAN !0! ! ! ! !CHAR1
```

Entity Ownership Section

An application file can have only one entity ownership section, which defines all the relationships between parent entities and their dependents for an application. When you extract an application's entity ownership definitions, all the definitions are saved in the entity ownership section of the application text file.

When you load an application file with an entity ownership section, the entity ownership definitions in the file replace any existing entity ownership definitions in the application. If the application file contains any sections related to codes,

formulas, categories, currencies, or subentities, or if it contains an entity section, those sections must appear before the entity ownership section. All other sections must appear after the entity ownership section.

Note: Subentity and entity ownership sections must be loaded at the same time.

The entity ownership section must use the following format, which the system uses when you load or extract entity ownership definitions:

[OWNERSHIP]

Parent **!***Child* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!***%Consol* **!***%Control* **!***Hide*

Parent **!***Child* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!***%Consol* **!***%Control* **!***Hide*

.. .. ..

.. .. ..

.. .. ..

Parent **!***Child* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!***%Consol* **!***%Control* **!***Hide*

[OWNERSHIP] (For Ownership by Category and Period Only)

Beg Period **!***End Period* **!***Parent* **!***Child* **!***Calc* **!***Con* **!***Tran* **!***%Owned* **!***%Consol* **!***%Control* **!***Hide*

Where...	Is...
Parent	A parent entity'sID of up to 20 characters. This ID must appear in the Entity section of the file before you can use it in the entity ownership section.
Child	The child entity's ID of up to 20 characters.
Calc	ADD if the child's totals are added to the parent's totals, or SUB if the child's totals are subtracted from the parent's totals.
Con	The ID of the formula method that overrides the default consolidation method for rolling up the child entity's data, or a space if you want to use the default consolidation method.
Tran	The ID of the formula method that overrides the application's default translation method for the entity, or a space if the entity uses the default translation method.

Where...	Is...
%Owned	The percentage that the parent owns of the entity.
%Consol	The percentage of the entity that consolidates to the parent.
%Control	The percentage that the parent controls of the entity.
Hide	Indicates whether to hide children.
Beginning Period	The date the parent aquired the child.
End Period	The date the parent disposed of the child.

Here is an example of an entity ownership section:

```
[OWNERSHIP]
```

TOP	!EURDIV	!ADD !	!	!100!100!100!
TOP	!EAST	!ADD !	!	!100!100!100!
EURDIV	!ITALY	!ADD !	!	!100!100!100!
EURDIV	!FRANCE	!ADD !	!TRAN1	!100!100!100!
EAST	!US100	!ADD !CON1	!	!100!100!100!

Organization Section

An application file can have only one organization section, which defines all the organizations for an application. When you extract an application's organizations, all organization definitions are saved in the organization section of the application text file.

When you load an application file with an organization section, the organization definitions in the file replace any existing organization definitions in the application. If the application file contains any sections related to codes, formulas, categories, currencies, subentities, entities, or entity ownership, those sections must appear before the organization section. All other sections must appear after the organization section.

The organization section must use the following format, which the system uses when you load or extract organizations:

[ORGANIZATION]

Organization **!***Description* **!***Security* **!***Top*

Organization **!***Description* **!***Security* **!***Top*

.. .. ..

.. .. ..

.. .. ..

Organization **!***Description* **!***Security* **!***Top*

Where...	**Is...**
Organization	An organization ID of up to 20 characters.
Description	The organization's description of up to 40 characters.
Security	The security class assigned to the organization.
Top	The ID of the organization's top-level entity.

Here is an example of an organization section that contains three organization definitions:

```
[ORGANIZATION]
CORP!Corporate Organization !CLASS_7!HQ
PROD!Products!CLASS_7!MFG
EUROPE!European Subsidiaries!CLASS_6!LONDON
```

Entity Conversion Section

An application file can contain many entity conversion sections. Each entity conversion section defines one entity conversion table. When you extract entity conversion tables from an application, each table definition is saved in a separate entity conversion section of the application text file.

When you load an application file with an entity conversion section, the entity conversion table definitions in the application file are added to any existing entity conversion table definitions in the application. If the application file defines an entity conversion table with the same ID as an existing table, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, subentities, entities, entity ownership, or organizations, those sections must appear before the entity conversion section. All other sections must appear after the entity conversion section.

An entity conversion section must follow this syntax, which the system uses when you load or extract entity conversion table definitions:

[**ECONV =***Table* **!***Description* **!***Security* **!***Type***]**

External **!***Internal*

External **!***Internal*

.. .. ..

.. .. ..

.. .. ..

External **!***Internal*

Where...	Is...
Table	An entity conversion table's ID of up to 20 characters.
Description	The table's description of up to 40 characters.
Security	The security class assigned to the table.
Type	L if the table is used for loading but not for extracting data, E if the table is used only for extracting, or B if the table contains a one-to-one relationship and is used for both loading and extracting.
External	An external entity ID of up to 20 characters.
Internal	The ID of a Hyperion Enterprise input entity, which can be followed by a period and the ID of a base subentity.

This sample entity conversion section defines a table that is used for both loading and extracting data:

```
[ECONV=CONV1 !Conversion Table 1 !RESTRICT !B]

NY    !US100

PA    !US200

CT    !US300

VT    !US400.001
```

```
MA      !US400.002
```

This section defines a table that is used for loading but not extracting data:

```
[ECONV=CONV2 !Conversion Table 2 !RESTRICT !L]
```

```
MD      !US100
```

```
NNJ     !US200
```

```
SNJ     !US200
```

```
EPA     !US300
```

```
WPA     !US300
```

This section defines a table that is used for extracting but not loading data:

```
[ECONV=CONV3 !Conversion Table 3 !CLASS_7 !E]
```

```
MD      !US100
```

```
NJ      !US200.001
```

```
NJ      !US200.002
```

```
PA      !US300.001
```

```
PA      !US300.002
```

Entity List Section

An application file can contain many entity list sections. Each entity list section defines one entity list. When you extract entity list definitions from an application, each entity list is saved in a separate entity list section.

When you load an application file with an entity list section, the entity list definitions in the application file are added to any existing entity list definitions in the application. If the application file defines an entity list with the same ID as an existing entity list, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, subentities, entities, entity ownership, organizations, or entity conversion tables, those sections must appear before the entity list section. All other sections must appear after the entity list section.

The format for an entity list section depends on whether it defines a fixed entity list or a dynamic entity list. In a section that defines a fixed entity list, you specify the entities in the list. In a section that defines a dynamic entity list, you specify criteria for including entities in the list.

A section that defines a fixed entity list must use the following format, which the system uses when you load or extract fixed entity lists:

[ENTITYLIST=*List* **!** *Description* **!***Security* **!F]**

Entity

Entity

.. .. ..

.. .. ..

.. .. ..

Entity

Where...	Is...
List	The entity list's ID of up to 20 characters.
Description	The entity list's description of up to 40 characters.
Security	The security class assigned to the list.
Entity	The ID of an entity on the fixed list.

This is an example of an entity list section that defines a fixed entity list:

```
[ENTITYLIST=BASE !All US Base Companies !MAX !F]
```

US100

US200

US300.10

US300.20

US400

A section that defines a dynamic entity list must use the following format, which the system uses when you load or extract dynamic entity lists:

[ENTITYLIST=*List* **!** *Description* **!***Security* **!D]**

ORG=*Organization*

ENTITY=*Entity*

ALLDEP=*Dependent*

IMMDEP=*Immediate*

PARENT=_Parent_

BASE=_Base_

ELIM=_Elimination_

JOURNAL=_Journal_

INTERCO=_Intercompany_

SUBSTRUCTURE=_Substructure_

SUBENTITY=_Subentity_

CURRENCY=_Currency_

CHART=_Chart_

CONSOL=_Consol_

TRANS=_Trans_

CODE=_Code_

DUPLICATE=_Duplicate_

Where...	Is...
List	The entity list's ID of up to 20 characters.
Description	The entity list's description of up to 40 characters.
Security	The security class assigned to the list.
Organization	<CUR> for the current organization, <ALL> for all organizations, or the ID of a specific organization.
Entity	<CUR> for the current entity, <ALL> for all entities within the organization, or the ID of a specific entity. The table below shows which entities you can use with the current organization, all organizations, or a specific organization ID.
Dependent	Y if the entity list includes all dependents of each specified entity, or N if it does not.
Immediate	Y if the entity list includes all immediate dependents of each specified entity, or N if it does not.
Parent	Y if the entity list includes all parents of each specified entity, or N if it does not.

Where...	Is...
Base	Y if the entity list includes all base entities for each specified entity, or N if it does not.
Elimination	Y if the entity list includes all elimination entities, or N if it does not.
Journal	Y if the entity list includes all entities that allow journal entries, or N if it does not.
Interco	Y if the entity list includes all intercompany entities, or N if it does not.
Substructure	<ALL> if the entity list includes all substructures in the organization, <NONE> if it includes no substructures, or one or more specific substructure IDs separated by delimiters.
Subentity	<ALL> if the entity list includes all subentities in the organization, <NONE> if it includes no subentities, or one or more specific subentity IDs separated by delimiters.
Currency	<ALL> if the entity list includes all currencies in the organization, or one or more specific currency IDs separated by delimiters.
Chart	One or more chart method IDs separated by delimiters for a list that includes only entities to which those formula methods are assigned, or <ALL> for a list that is not limited to entities with specific chart methods.
Consol	One or more consolidation method IDs separated by delimiters for a list that includes only entities to which those formula methods are assigned, or <ALL> for a list that is not limited to entities with specific consolidation methods.
Trans	One or more translation method IDs separated by delimiters for a list that includes only entities to which those formula methods are assigned, or <ALL> for a list that is not limited to entities with specific consolidation methods.
Code	Any valid 20-character code.
Duplicate	Y if the entity list allows duplicate entity selection, or N if it does not.

D

The following table shows the name and organization combinations that can appear in an entity list section.

Table 71: Name and Organization Combinations

If ORG is...	ENTITY must be...
<CUR>	<CUR> or <ALL>.
<ALL>	<ALL>.
An organization ID	<ALL> or an entity ID.

This is an example of an entity list section that defines a dynamic entity list called EURBASE, using all entities in a specific organization:

```
[ENTITYLIST=EURBASE !European Base Companies !LOW !D]

ORG=EUROPE

ENTITY=<CUR>

ALLDEP=Y

IMMDEP=Y

PARENT=N

BASE=Y

ELIM=Y

JOURNAL=Y

INTERCO=Y

SUBSTRUCTURE=<ALL>

SUBENTITY=<ALL>

CURRENCY=<ALL>

CHART=<ALL>

CONSOL=<ALL>

TRANS=

CODE=

DUPLICATE=N
```

Subaccount Tables Section

An application file can contain only one subaccount section. The subaccount tables section defines the ID, description, security class, intercompany flag, and type of all of the subaccount tables in the application.

When you load an application file with a subaccount tables section, the system adds the subaccount table definitions in the application file to any existing subaccount table definitions in the application. If the application file defines a subaccount table with the same ID as an existing table, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, or entities, those sections must appear before the subaccount tables section. All other sections must appear after the subaccount tables section.

D

A subaccount tables section must follow this syntax, which the system uses when you load or extract subaccount tables:

[SUBTABLE]

Table **!***Descr* **!***Security* **!***Interco* **!***Type*

Table **!***Descr* **!***Security* **!***Interco* **!***Type*

.. .. ..

.. .. ..

.. .. ..

Table **!***Descr* **!***Security* **!***Interco* **!***Type*

Where...	Is...
Table	The subaccount table's ID of up to 20 characters.
Descr	The subaccount table's description of up to 40 characters.
Security	The security class assigned to the table.
Interco	An X for an intercompany subaccount table, or a space if the table does not contain intercompany subaccounts.
Type	The type of subaccount table, Income, Expense, Asset, Liability, Balance, Flow, or a space for no type.

Here is an example of a subaccount table section:

```
[SUBTABLE]
```

```
FIXSGL  !Table of Fixed Subaccount-second level!MAXIMUM
!X!Income

FIXMUL  !Table of Fixed Subaccount-Multi Level !MAXIMUM
!X!Income

LOC!Table of Local Subaccount!MAXIMUM  !X!Income

SINGLE  !Table of Single level Subaccount !MAXIMUM  !X!Income

INTC!Table of Intercompany Transactions!MAXIMUM  !X!Income

VAL!Table of Validated Subaccount!MAXIMUM  !X!Income

VALMUL  !Multi level Validated Subaccount table!MAXIMUM
!X!Income
```

Subaccount Section

An application file can contain many subaccount sections. Each subaccount section defines the details of one subaccount table listed in the subaccount table section. When you extract subaccount table definitions from an application, each table definition is saved in a separate subaccount section.

When you load an application file with a subaccount section, the subaccount table definitions in the application file are added to any existing subaccount table definitions in the application. If the application file defines a subaccount table with the same ID as an existing table, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, entities, or subaccount tables, those sections must appear before the subaccount section. All other sections must appear after the subaccount section.

A subaccount section must use the following format, which the system uses when you load or extract subaccount tables:

[**SUBACCT=**_Table1_]

Subaccount **!**_Descr_ **!**_Security_ **!**_Type_ **!**_Table2_ **!**_Code_ **!**_Revsign_

Subaccount **!**_Descr_ **!**_Security_ **!**_Type_ **!**_Table2_ **!**_Code_ **!**_Revsign_

.. .. ..

.. .. ..

.. .. ..

Subaccount **!***Descr* **!***Security* **!***Type* **!***Table2* **!***Code* **!***Revsign*

Where...	Is...
Table1	The subaccount table's ID of up to 20 characters.
Subaccount	A subaccount ID of up to 20 characters.
Descr	The subaccount's description of up to 40 characters.
Security	The security class assigned to the subaccount.
Type	Fixed for fixed subaccount detail, Validated for validated subaccount detail, or None for no subaccount detail.
Table2	The ID of the single-level subaccount table linked with a multi-level table, or a space for a subaccount in a single-level table.
Code	Any valid 20-character code.
Revsign	The override or reversed sign for the subaccount detail. When a subaccount with a reversed sign is attached to a major account, the sign for the entire account.subaccount entry is reversed.

D

Here is an example of a subaccount section:

```
[SUBACCT=FIXSGL]

F1  !Fixed Subaccount 1  !MAXIMUM  !None  !  ! !

F2  !Fixed Subaccount 2  !MAXIMUM  !None  !  ! !

F3  !Fixed Subaccount 3  !MAXIMUM  !None  !  ! !

F4  !Fixed Subaccount 4  !MAXIMUM  !None  !  ! !
```

Account Group Section

An application file can contain many account group sections. Each account group section defines one account group and all the accounts it contains. When you extract account group definitions from an application, the system extracts the entire chart of accounts but saves each account group in a separate account group section.

When you load an application file with an account group section, the account group definitions in the application file are added to any existing account group definitions in the application. If the application file defines an account group with the same ID as an existing table, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, or entities, or a subaccount section, those sections must appear before the account group section. All other sections must appear after the account group section.

The heading of an account group section of an application file identifies the group and its default account attributes. An account group section also includes a definition of each account in the group. The attributes assigned to individual accounts override the default attributes assigned to the group.

An account group section must use the following format, which the system uses when you load or extract account groups:

[GROUP=*Group* **!***Grdesc* **!***Grsec* **!***Type* **!***Con* **!***Curr* **!***Scale* **!***Dyn* **!***Dec* **!***Code* **!***Sub* **!***Table* **!***First***]**

Account **!***Acdesc* **!***Acsec* **!***Type* **!***Con* **!***Curr* **!***Scale* **!***Dyn* **!***Dec* **!***Code* **!***Sub* **!***Table* **!***First*

Account **!***Acdesc* **!***Acsec* **!***Type* **!***Con* **!***Curr* **!***Scale* **!***Dyn* **!***Dec* **!***Code* **!***Sub* **!***Table* **!***First*

.. .. ..

.. .. ..

.. .. ..

Account **!***Acdesc* **!***Acsec* **!***Type* **!***Con* **!***Curr* **!***Scale* **!***Dyn* **!***Dec* **!***Code* **!***Sub* **!***Table* **!***First*

Where...	Is...
Group	An account group ID of up to 20 characters.
Grdesc	The group's description of up to 40 characters.
Grsec	The security class assigned to the group.
Account	An account ID of up to 20 characters.
Acdesc	The account's description of up to 40 characters.

Where...	Is...
Acsec	The security class assigned to the account.
Type	The account type, which can be Income, Expense, Liability, Asset, Balance, or Flow.
Con	An X for accounts that are consolidated, or a space for accounts that are not consolidated.
Curr	An X for accounts with currency translations, or a space for accounts without currency translations.
Scale	An X for accounts with scaled values, or a space for accounts without scaled values.
Dyn	An X if the account is a dynamic view account, or a blank space if the account is not a dynamic view account.
Dec	The number of significant decimal places for account values. The number can range from 0 to 9.
Code	Any valid 20-character code.
Sub	A subaccount type assigned to accounts. The subaccount type can be None, Fixed, or Validated.
Table	The ID of a subaccount table assigned to accounts, or a space for accounts without subaccounts.
First	An X to attach the first level of the subaccount table only, or a blank space to attach all levels of the subaccount table.

D

The account group section in this example defines an account group labeled NONFINAN:

```
[GROUP=NONFINAN !Non-Financial Accounts !HIGH !Balance! ! !1 !0 ! !None! ]

HEADCOUNT!Headcount !HIGH  !Balance! !! !1 !0 !None!

TAXRATE!Tax Rate !TAX   !Balance! !! !1 !0 !None!

ROA!Return On Asset!HIGH!Balance! !! !1 !0 !None!

ROS!Return On Sales !HIGH!Balance! !! !1!0 !None!
```

Intercompany Section

An application file can contain only one intercompany section. An intercompany section defines all the groups of intercompany accounts for an application and specifies whether the system performs eliminations during consolidation. When you extract intercompany pair definitions from an application, all the intercompany pair definitions are saved in the intercompany section of the application text file.

When you load an application file with an intercompany section, the intercompany pair definitions in the file replace any existing intercompany pair definitions in the application. If the application file contains any sections related to codes, formulas, categories, currencies, or entities, a subaccount section, or an account group section, those sections must appear before the intercompany section. All other sections must appear after the intercompany section.

An intercompany section must use the following format, which the system uses when you load or extract intercompany pair definitions

[INTCACCT= Group!Setdesc!Security!Plug!TransRate**]**
Account1!Account2
Account1!Account2
.. .. ..
.. .. ..
.. .. ..
Account1!Account2:

Where...	Is...
Group	An ID that identifies a set of account pairs in a one-to-one or many-to-one relationship.
Setdesc	The description of the set.
Security	The security class assigned to the set.
Plug	The ID of an input account or subaccount that is not an intercompany account, or a space if eliminations are not performed for the pair.
Account1	The ID of the first major account in the pair. This account must be defined in an account group as having an intercompany subaccount table.

Where...	Is...
Account2	The ID of the second major account in the pair. This account must be defined in an account group as having an intercompany subaccount table.
TransRate	An X to force translation using the BAL rate, or a space to use rate based on the account type.

An intercompany section can include several account pair definitions with the same set ID and input subaccount. If these definitions are consecutive, the set ID is required for the first definition but is optional for the others. A space can appear in place of the set ID in the subsequent account pair definitions for the same set.

Here is an example of an intercompany section:

```
[INTCACCT = ANtoN  !ANtoN  !MAXIMUM !PLUGASSET4]
ICRECDET4  !ICPAYDET4
ICRECDET5  !ICPAYDET5
ICRECDET6  !
[INTCACCT = A1toNil  !A1toNil  !MAXIMUM !PLUGASSET7]
ICRECDET7  !
[INTCACCT = ANoPlug1  !ANoPlug1  !MAXIMUM !]
ICRECDET8  !ICPAYDET8
```

Intercompany Dependents Section

An application load file can have multiple intercompany dependents sections for different categories and for different period ranges within categories. When you extract intercompany dependents from an application, all the intercompany dependents definitions are saved in the intercompany dependents section of the application text file. When you load an application file with an intercompany dependents section, the intercompany dependents definitions in the file replace any existing intercompany dependents definitions in the application.

An intercompany dependents section must use the following format, which the system uses when you load or extract intercompany dependents definitions:

D

[ICDEPEND = *<category>*]
Begperiod **!***Endperiod* **!***Parent* **!***Dependent* **!***ConsolMethod* **!***%Own* **!***%Consol*
!*%Control* **!**

Where...	Is...
Begperiod	The beginning of the period. Must be within the category.
Endperiod	The end of the period. Must be within the category.
Parent	A parent entity's ID of up to 20 characters. This ID must appear in the entity section of the application load file before you can use it in the intercompany dependents section.
Dependent	The dependent entity's ID of up to 20 characters.
ConsolMethod	The consolidation method assigned to the dependent as related to its parent. See note below.
%Own	The percentage that the parent owns of the entity.
%Consol	The percentage of the entity that consolidates to the parent.
%Control	The percentage that the parent controls of the entity.

Note: The ID of the method that overrides the default consolidation method for rolling up the dependent subentity's data, or a space if you want to use the default consolidation method.

Here is an example of a intercompany dependents section:

```
[ICDEPEND = ACTUAL]
```

1	!12	!DIV1	!CORP1	!CONSOL!100!100!100
1	!12	!DIV2	!CORP2	!CONSOL!100!100!100
1	!12	!DIV2	!CORP3	!CONSOL!100!100!100

Account Conversion Section

An application file can contain many account conversion sections. Each account conversion section defines one account conversion table that is used for loading data, extracting data, or both. When you extract account conversion table definitions from an application, each table definition is saved in a separate account conversion section.

When you load an application file with an account conversion section, the account conversion table definitions in the application file are added to any existing account conversion table definitions. If the application file defines an account conversion table with the same ID as an existing table, the definition in the application file replaces the existing definition.

D

If the application file contains any sections related to codes, formulas, categories, currencies, or entities, a subaccount section, an account group section, or an intercompany section, those sections must appear before any account conversion section. All other sections must appear after the account conversion sections.

An account conversion section must use the following format, which the system uses when you load or extract account conversion table definitions:

[ACONV=*Table* **!***Description* **!***Security* **!***Type***]**
External **!***Hyperion* **!***Oper*
External **!***Hyperion* **!***Oper*
.. .. ..
.. .. ..
.. .. ..
External **!***Hyperion* **!***Oper*

Where...	Is...
Table	An account conversion table ID of up to 20 characters.
Description	The table's description of up to 40 characters.
Security	The security class assigned to the table.
Type	L for a table used for loading but not extracting, E for a table used for extracting but not loading, or B for a table used for both loading and extracting.
External	An external account ID of up to 20 characters.

Where...	Is...
Hyperion	A Hyperion Enterprise account ID of up to 20 characters for a major account. The major account ID can be followed by a period and an additional 20 characters for a first-level subaccount, and a second period and 20 or more characters for a second-level subaccount.
Oper	ADD to add account values to the destination account during conversion, or SUB to subtract account values from the destination account during conversion.

Here is an example of an account conversion section that defines a table with a one-to-one relationship:

```
[ACONV=CONV1 !Conversion Table 1 !CLASS_3 !B]

100000!CASH!ADD

100001!ACCTREC!ADD

1000101!ACCTREC.092071!ADD

1000102!ACCTREC.216200!ADD

1000103!ACCTREC.34616!ADD
```

Here is an example of an account conversion section that defines a table with a many-to-one relationship:

```
[ACONV=CONV2 !Conversion Table 2 !CLASS_6 !L]

100000!CASH!ADD

100001!ACCTREC!ADD

10000101!ACCTREC!ADD

10000102!ACCTREC!ADD

10000103!ACCTREC!ADD

100002!INVENTORY!ADD
```

Here is an example of an account conversion section that defines a table with a one-to-many relationship:

```
[ACONV=CONV3 !Conversion Table 3 !CLASS_8 !E]

100000!CASH!ADD

100001!ACCTREC.092071!ADD

100001!ACCTREC.216200!ADD
```

```
100001!ACCTREC.34616!ADD

100002!INVENTORY!ADD
```

Account List Section

An application file can contain many account list sections. Each account list section defines one account list. When you extract account list definitions from an application, each list definition is saved in a separate account list section.

When you load an application file with an account list section, the account list definitions in the application file are added to any existing account list definitions in the application. If the application file defines an account list with the same ID as an existing account list, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, or entities, or any other section related to accounts, those sections must appear before any account list sections. All other sections must appear after the account list sections.

The format for an account list section depends on whether it defines a list or a dynamic list. In a section that defines a fixed account list, you specify the accounts in the list. In a section that defines a dynamic account list, you specify criteria for including accounts in the list.

An account list section that defines a fixed entity list must use the following format, which the system uses when you load or extract account list definitions:

[ACCTLIST=*List* **!***Description* **!***Security* **!F]**
Account **!***Subaccount*
Account **!***Subaccount*
.. .. ..
.. .. ..
.. .. ..
Account **!***Subaccount*

Where...	Is...
List	An account list ID of up to 20 characters.
Description	The account list's description of up to 40 characters.
Security	The security class assigned to the list.

Where...	Is...
Account	An account ID.
Subaccount	Y if the list includes the account's subaccounts, or N if the list does not include the account's subaccounts.

Here is an example of an account list section that defines a fixed account list:

```
[ACCTLIST=ACCT1 !Account List 1 !LOW !F]

CASH !Y

ACCTREC !Y

ACCTPAY !N

SALES!N

CGS!Y
```

An account list section that defines a dynamic account list must use the following format, which the system uses when you load or extract dynamic account lists:

[ACCTLIST=*List* **!***Description* **!***Security* **!D]**
GROUP=*Group*
INPUT=*Input*
CALC=*Calc*
SINGLE=*Single*
MULTI=*Multi*
DYNAMIC=*Dynamic*
DETAIL=*Major Accounts*
TYPE=*Type*
TABLE=*Table*
SUBACCT=*Subaccount*
CODE=*Code*
SHOW TABLE=*Account*

Where......	Is...
List	An account list ID.
Description	The account list's description.
Security	The security class assigned to the list.
Group	<ALL> if the account list includes all account groups, or one or more specific group IDs separated by delimiters.

Where......	Is...
Input	Y if the account list includes input accounts, or N if it does not.
Calc	Y if the account list includes calculated accounts, or N if it does not.
Single	Y if the account list includes all single-level subaccounts, or N if it does not.
Multi	Y if the account list includes all multilevel subaccounts, or N if it does not.
Dynamic	Y if the account list includes dynamic view accounts, or N if it does not.
Detail	Y if the account list includes subaccount detail for all selected major accounts, or N if it does not.
Type	<ALL> if the account list includes accounts with all types, or one or more specific types.
Table	<ALL> if the account list includes all subaccount tables, or one or more specific subaccount table IDs separated by delimiters.
Subaccount	<ALL> if the account list includes specific subaccount details, or one or more specific details.
Code	<ALL> if the account list includes accounts with all codes, or one or more specific codes.
Show Table	<Y> if the account list includes accounts to which you have assigned subaccount tables, and the Shared Signatures option has been selected.

D

Here is an example of an account list section that defines a dynamic account list:

```
[ACCTLIST=ACCT2 !Account List 2 !LOW !D]

GROUP=Group2 !Group3

INPUT=Y

CALC=Y

SINGLE=Y

MULTI=N

TABLE=<ALL>
```

```
LEVEL=1
DETAIL=Y
```

Schedule Section

An application file can contain only one schedule section, which defines all schedules for an application. When you extract schedules from an application, all the schedule definitions are saved in the schedule section of the application text file. When you load an application file with a schedule section, the schedule definitions in the file replace any existing schedule definitions in the application.

If the application file contains any sections related to codes, formulas, categories, currencies, entities, or accounts, those sections must appear before the schedule section. All other sections must appear after the schedule section.

A schedule section must use the following format, which the system uses when you load or extract schedule definitions:

[SCHEDULE]
Sched!*Desc*!*Sec*!*L1*!*L2*!*Disp*!*Show*!*Recalc*!*Log*!*Nodata*!*Acol*!*Pcol*!*Font*!*Sty*!*Size*

Where...	Is...
Sched	A schedule ID of up to 20 characters.
Desc	The schedule's description of up to 40 characters.
Sec	The security class assigned to the schedule.
L1	The ID of the schedule's first account list.
L2	The ID of the schedule's second account list, or a space if there is no second account list.
Disp	ID to display account IDs in the schedule, or Desc to display their descriptions.
Show	All to show all periods in the schedule, or Cur to show only the current period.
Recalc	Y to recalculate all values in the schedule each time you enter a value, or N for no automatic recalculation.
Log	Y to show the selected account's method below the schedule, or N to hide the method.

Where...	Is...
Nodata	Y to hide accounts that contain no data for all periods, or N to show accounts with no data.
Acol	The width of the schedule's account column, which can be up to 40 characters.
Pcol	The width of the schedule's data columns, which can be up to 25 characters.
Font	The name of the schedule's data font, enclosed in quotation marks. The font must be one of those available with the system.
Sty	Bold to show the schedule's data in bold characters, Italic for italic characters, Bold Italic for bold italic characters, or Normal for characters that are neither bold nor italic. The style must appear in quotation marks.
Size	The point size for the schedule's data, which can be up to 99.

Here is an example of a schedule section:

```
[SCHEDULE]

BS!Balance Sheet!CLASS_9 !BAL1!!ID!ALL!Y!N!N!27!13!"HELV"!"BOLD" !20

P&L !Profit & Loss !CLASS_7 !INC!EXP!DESC!CUR
!N!N!Y!20!15!"HELV"!"NORMAL"!9

INV !Inventory!CLASS_7 !STOCK!ORD!DESC !ALL!Y!N!N!27!13!"HELV"!"ITALIC"!9
```

For information on using the Hyperion Enterprise Data Entry module to define schedules, see the *Hyperion Enterprise User's Guide*.

Rollover Section

An application file can contain only one rollover section, which defines all rollover sets and category pairs for an application. When you extract rollover definitions from an application, all the rollover definitions are saved in the rollover section of the application text file.

When you load an application file with a rollover section, the rollover definitions in the file replace any existing rollover definitions in the application. If the application file contains a category section, it must appear before the rollover section.

The rollover section must use the following format, which the system uses when you load or extract rollover definitions:

[ROLLSET=*ID* !*Descr* !*Security* !*Type* !**]**
Category !*Category* !
Category !*Category* !
.. .. ..
.. .. ..
.. .. ..
Category !*Category* !

Where...	Is...
ID	An ID that identifies a set of rollover pairs. The ID can be a maximum of 20 characters.
Descr	The rollover set's description. The description can be a maximum of 40 characters.
Security	The security class assigned to the rollover set.
Type	Year end is the typical type of rollover that moves current data to a prior year category.

Here is an example of a rollover section with a category section preceding it:

```
[CATEGORY]

.

.

.

[ROLLSET=Set1 !Rollover set 1 !MAXIMUM  !YearEnd]


Actual !Lastyr

Lastyr !Prior2

Prior2 !5YrHst

Budget !Oldbud
```

```
Oldbud!BudHst

Fcst!
```

For information on defining rollovers, see Rollovers on page 145.

Report Set Section

An application file can contain many report set sections. Each report set section defines one report set. When you extract report sets from an application, each set is saved in a separate report set section.

When you load an application file with a report set section, the report set definitions in the application file are added to any existing report set definitions in the application. If the application file defines a report set with the same ID as an existing report set, the definition in the application file replaces the existing definition.

If the application file contains any sections related to codes, formulas, categories, currencies, entities, accounts, rollovers, or schedules, those sections must appear before the report set section. All other sections must appear after the report set section.

A report set section must use the following format, which the system uses when you load or extract report sets:

[REPSET= **!***Set* **!***Setdesc* **!***Security***]**
Report **!***Repdescrip* **!***Security*
Report **!***Repdescrip* **!***Security*
.. .. ..
.. .. ..
.. .. ..
Report **!***Repdescrip* **!***Security*

Where...	Is...
Set	A report set ID of up to 20 characters.
Setdescrip	The set's description of up to 40 characters.
Report	A report ID of up to 20 characters.
Repdescrip	The report's description of up to 40 characters.
Security	The security class assigned to the report.

The report set section in this example defines a set called INCOME, which contains three reports:

```
[REPORTSET=INCOME !Income Statements !MODERATE]

ISEUR! Europe Income Statement!Moderate

ISUS! U.S. Income Statement!Maximum

ISMEX! Mexico Income Statement!Moderate
```

The master application file for each application contains a report set section called NONE, without a set description. You use this report set section for reports that do not belong to a set. This is an example of a section for a set called NONE:

```
[REPSET=NONE]

CASHUS ! United States Cash Flow

CASHMEX ! Mexico Cash Flow
```

An optional status indicator allows you to specify compound reporting.

An R, no field, or a blank in the last column indicate a regular report. The following example shows lines that represent three regular report.

```
 COL2A        !COL FREQ WITH DIFF DATES       !MAXIMUM!R

 COL1         !MON & YTD FREQ                 !MAXIMUM

 COL2         !QUA & QTD FREQ                 !MAXIMUM!
```

A C in the last column indicates a compound report.

```
 COL2A        !COL FREQ WITH DIFF DATES       !MAXIMUM!C
```

In the section header record, an optional flag indicates whether the report set can be used for data entry in Hyperion Schedules. A blank or missing field in the last column indicates that use in Hyperion Schedules is not allowed.

```
[REPORTSET=AM1   !Column Freq with CMO or Period Number   !MAXIMUM]

[REPORTSET=AM1   !Column Freq with CMO or Period Number   !MAXIMUM!]

[REPORTSET=AM1   !Column Freq with CMO or Period Number   !MAXIMUM! ]
```

An X in the last column indicates that use in Hyperion Schedules is allowed.

```
[REPORTSET=AM1   !Column Freq with CMO or Period Number   !MAXIMUM!X]
```

Book Set Section

An application file can contain only one book set section, which defines all books for an application. When you extract books from an application, all the book definitions are saved in the book set section of the application text file.

When you load an application file with a book set section, the book definitions in the file replace any existing book definitions in the application. If the application file contains any sections related to codes, formulas, categories, currencies, entities, accounts, or rollovers, or schedules, or if it contains a report set section, those sections must appear before the book section. Only a format section can appear after the book set section.

A book set section must use the following format, which the system uses when you load or extract book definitions:

[BOOKSET=*Set ***!***Setdescrip ***!***Security***]**
*Book ***!***Description ***!***Security*
*Book ***!***Description ***!***Security*
.. .. ..
.. .. ..
.. .. ..
*Book ***!***Description ***!***Security*

Where...	Is...
Set	The 20-character ID of the book set.
Setdescrip	A book set description of up to 40 characters.
Book	A book ID of up to 20 characters.
Description	The book's description of up to 40 characters.
Security	The security class for the book set.

Here is an example of a book section:

```
[BOOKSET=NUMBOOKS !Books ending with numbers !MAXIMUM]
Book1 !27 Page Test Book !MAXIMUM
```

```
Book2 !Ask Functions !MAXIMUM

Book3 !Names !MAXIMUM

Book4 !Dates !MAXIMUM

Book5 !Frequencies !MAXIMUM
```

Format Section

An application file can contain only one format section, which defines all the data load and extract formats for an application. When you extract formats from an application, all the data load and extract format definitions are saved in the format section of the application text file.

When you load an application file with a format section, the format definitions in the file replace any existing format definitions in the application. The format section must be the last section in the application file.

A format section must use the following format, which the system uses when you load or extract format definitions:

[FORMAT]
Format **!***Desc* **!**Sec **!***Type* **!***View* **!***Zeros* **!***Aconv* **!***Econv* **!***Neg* **!***Sep* **!***Dec* **!***Scale* **!***File* **!***Method* **!***By*
Format **!***Desc* **!**Sec **!***Type* **!***View* **!***Zeros* **!***Aconv* **!***Econv* **!***Neg* **!***Sep* **!***Dec* **!***Scale* **!***File* **!***Method* **!***By*
.. .. ..
.. .. ..
.. .. ..
Format **!***Desc* **!**Sec **!***Type* **!***View* **!***Zeros* **!***Aconv* **!***Econv* **!***Neg* **!***Sep* **!***Dec* **!***Scale* **!***File* **!***Method* **!***By*

Where...	Is...
Format	A format ID of up to 20 characters.
Desc	The format's description of up to 40 characters.
Sec	The security class assigned to the format.
Type	L for a format used to load ASCII data, E for a format used to extract data, or B for a format used for both loading and extracting data.

Where...	Is...
View	YTD for a year-to-date view of the data, Per for a periodic view of the data, or Cat for the data category's default view.
Zeros	In formats used to extract data, a Y to hide zero values, or an N to display zero values. This option is not available for load formats; a space appears automatically.
Aconv	The ID of an account conversion table, or a space for a format used with data that does not require account conversion.
Econv	The ID of an entity conversion table, or a space for a format used with data that does not require entity conversion.
Neg	The character used as the negative symbol. The character must appear in quotation marks.
Sep	The character used to separate the items in the data file. The character must appear in quotation marks.
Dec	In an extract format, the number of significant decimal places in the data, which can range from 0 to 9. This option is not available for load formats. A space appears automatically.
Scale	A number from 0 to 9 that specifies the data's scale, or a space to use the default scales.
File	The file name that appears in the File edit box on the Load Data or Extract Data dialog box. The file name must appear in quotation marks, and you can use DOS wildcard characters.
Method	The operation (multiply or divide).
By	The number for the operation specified in Method.

D

Here is an example of a Format section:

```
[FORMAT]
LONLOAD!Load London!L!CAT! !ACCTLON!NAMELON!"-"!"!"! !3!"*.DAT"
BRLOAD !Load Brussels!L!CAT! !ACCTBR !NAMEBR !"-"!"!"! !3!"*.DAT"
HKLOAD !Load Hong Kong !L!CAT! !ACCTHK !NAMEHK !"-"!"!"! !3!"*.DAT"
```

Consolidation Assignment Table Section

An application file can contain a section for consolidation assignments. For this section to be included, the application setting that allows the application to vary by period and category must be selected.

A consolidation assignment table section must use the following format, which the system uses when you load or extract consolidation assignment definitions:

[CONSOLASSIGN=<*ConsolidationforHolding*>]
%ControlTo **!** *ConsolMethod* **!***%Consolidate*
%ControlTo **!** *ConsolMethod* **!***%Consolidate*
%ControlTo **!** *ConsolMethod* **!***%Consolidate*

Where...	Is...
ConsolidationforHolding	The consolidation method that is assigned to the holding company.
%ControlTo	The percent control range. The system provides the beginning of the range, and you provide the end range. You must provide information from 0 to 100 percent without a gap.
ConsolMethod	The consolidation method assigned to entities that fall within the specified range.
%Consolidate	Either a percentage for consolidation, %OWNMIN, or %OWN. Numerical entries cannot exceed six decimal places.

When specifying the *%ControlTo* option, the following rules apply:

- Each entry must be a number or a number preceded by a less than sign (<).

- Each entry must be less than or equal to 100 and greater than 0 (zero).

- Each successive row must contain a number greater than the previous row.

- Entries cannot exceed six decimal places.

Application Option Section

An application file contains a section for application options.

An application option section must use the following format, which the system uses when you load or extract application definitions:

[APPLICATION]
APPCURR=*Currency*
FLOWRATE=*FlowRate*
FLOWMETHOD=*FlowMethod*
BALRATE=*BalRate*
BALMETHOD=*BalMethod*
ACCTLOCK=*LockingAccount*
JOURREVIEW=*Reviewed*
JOURLOGIC=*Calculate*
SYSSETTING=*SystemSetting*
BILLION="*Billion*"
MILLION="*Million*"
THOUSAND="*Thousand*"
DECIMAL="*Decimal*"

D

Where...	Is...
Currency	A valid currency.
FlowRate	A valid rate account.
FlowMethod	PVA or VAL.
BalRate	A valid rate account.
BalMethod	PVA or VAL.
LockingAccount	A valid account.
Reviewed	Y to use the Reviewed journal status in the application, or N to not use this status.
Calculate	Y to recalculate all values each time you enter a journal, or N to not automatically recalculate.
SystemSetting	Y to use the Windows number settings, or N to specify the billion, million, thousand, and decimal separators individually. If SysSetting=Y, you do not need to fill in the information for the separators.
Billion	The character to use for the billion separator. This character must be enclosed in quotes (" ").
Million	The character to use for the million separator. This character must be enclosed in quotes (").

Where...	Is...
Thousand	The character to use for the thousand separator. This character must be enclosed in quotes (").
Decimal	The character to use for the decimal separator. This character must be enclosed in quotes (").

Modify Text Files

You can use a text editor to edit ASCII files containing system information. For example, suppose you are converting your chart of accounts to Hyperion Enterprise from a general ledger. You might use a text editor to modify the account group and subaccount table definitions before you load them into Hyperion Enterprise.

Here are some guidelines for editing system files:

- If the application file contains the definitions for all elements in an application, an application element definition must appear before any other definition that refers to it. For example, entity definitions must appear before the definitions of entity conversion tables that use the entities.

- Application element IDs and attributes cannot be longer than the IDs and attributes defined with Hyperion Enterprise modules. For example, the maximum number of characters in a currency ID is 20 characters, regardless of whether you use the Entities module or a text editor to define it.

- You can align the delimiters, which are the characters used to separate the items on each line, to make the system files easier to read.

- Be sure to save the file in the ASCII format.

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Numerics